**DEPARTURE Checklist**

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| **Employee Name** |  | **Last Date** |  |
| **Employee Position** |  | **Department** |  |
| **Supervisor** |  | **Administrative Support** |  |

**Instructions**: This checklist is provided to assist human resources and supervisors in ensuring the departure of the employee is handled smoothly. Make a copy for yourself and for the employee. Take time to review with the employee**. Submit final checklist to HR at** **hr@uwp.edu****.**

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| **Supervisor** | **Who is Responsible** |
| * If applicable, please request **resignation letter**.
* Notify HR at hr@uwp.edu or Ext 2204.
* Supervisor must complete a **Departure Form** on BP Logix. Click on the link [Departure Form](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=d0fddb8a-d3c7-4e54-9563-dff9174c0473&nohome=0&completepageprompt=0&completepage=&completetext)
* In the event of sudden departure, Supervisor will take items to the Police Department.
	+ The Police Department will keep items in their department for one week otherwise, have employee contact the Police Department to schedule a time when they will pick up their items at Ext. 2455.
* Collect all keys from the employee.
* Collect ID badge.
* Collect **Corporate Card and/or P-Card** and ensure that final expense report has been submitted.
* Notify managers and team members of the departure.
* Update Organizational Chart.
* If departing employee is a Supervisor or Manager, please submit **Employee Payroll Change Form** on BP Logix, updating ‘Reports to’ and Time and Labor Approver for all impacted employees. Click on the link [Employee Payroll Change Form](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=cde1e4dd-dcfd-4ab9-9a3c-0872fdd7d2f8&nohome=0&completepageprompt=0&completepage=&completetext)
 | Supervisor/ADA/Support Person |
| **Human Resources** | **Who is Responsible** |
| * HR Benefits Specialist will meet with employee to discuss final benefits.
	+ Prior to leaving, ask employee to make any updates to their contact information on **My UW Portal** > Personal Information, such as phone numbers, email address, home address. Click on the link [My UW Portal](https://wayf.wisconsin.edu/DS/WAYF?entityID=https%3A%2F%2Fmy.wisconsin.edu%2Fshibboleth&return=https%3A%2F%2Fmy.wisconsin.edu%2FShibboleth.sso%2FDS%3FSAMLDS%3D1%26target%3Dss%253Amem%253A4fbe1a405dd2249e53344dd3df8255002a22eb23cc2b8637f83a856931aba543)
	+ Specialist will notify all necessary parties including CTS, Campus Police, Finance, and HR.
	+ A **formal exit Interview** is conducted if the employee request one. Otherwise, exit interview survey is emailed to employee.
* HR Front Desk
	+ Remove employee Personnel file to Terminated files.
	+ Contact Supervisor for updates to T&L Approvers (if appropriate).
 | Human Resourceshr@uwp.eduExt 2204 |
| **Human Resources** *(continued)* | **Who is Responsible** |
| * Recruitment Coordinator
	+ Contact Department/Division to discuss open position/recruitment.
* WC Coordinator
	+ If active claim, notify UW System, Office of Risk Management of departure.
 | Human Resources hr@uwp.eduExt 2204 |

**ACKNOWLEDGEMENT**

**Signature and Date:**

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| **EMPLOYEE:** |
| **SUPERVISOR:** |
| **Comments:** |