

EMPLOYEE DEPARTURE CHECKLIST

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

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

In the event of sudden departure, the Supervisor will take employee’s personal items to the Police Department. The Police Department will keep items in their department for one week; otherwise, have the employee contact the Police Department to schedule a time when they will pick up their items at (262) 595-2455.

| Supervisor | Notes | Who is Responsible |
|--|--------------|-----------------------------------|
| <input type="checkbox"/> Initiate the Terminate Worker Business Process in Workday. <ul style="list-style-type: none"> • If applicable, please request a resignation letter. Attach the resignation letter to the Termination Request. • Please complete all Workday inbox tasks to avoid overpayment. | • | Supervisor/Administrative Support |
| <input type="checkbox"/> In the event of sudden departure, the Supervisor will take employee’s personal items to the Police Department. The Police Department will keep items in their department for one week; otherwise, have the employee contact the Police Department to schedule a time when they will pick up their items at (262) 595-2455. | • | Supervisor/Administrative Support |
| <input type="checkbox"/> Collect the following from the employee: <ul style="list-style-type: none"> <input type="checkbox"/> All keys – must be turned into the Police Department either in person or via inter-departmental mail <input type="checkbox"/> ID Badge <input type="checkbox"/> Corporate credit card and/or purchasing card <input type="checkbox"/> UWP equipment such as laptops, monitors, external drives, etc. – must be turned into CTS | • | Supervisor/Administrative Support |
| <input type="checkbox"/> Ensure that final expense report has been submitted. | • | Supervisor/Administrative Support |

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| <input type="checkbox"/> Ensure that timecard/s are completed and all pending time off requests are submitted in Workday. | • | Supervisor/Administrative Support |
| <input type="checkbox"/> Notify team members of the departure. | • | Supervisor/Administrative Support |
| <input type="checkbox"/> Work on a transition plan so that all aspects of the role are taken care of after the person's last day | • | Supervisor/Administrative Support |
| <input type="checkbox"/> Notify all stakeholders of whom they can reach out to in the employees' absence. | • | Supervisor/Administrative Support |
| <input type="checkbox"/> Remove the employee from all programs and systems specific to your area <ul style="list-style-type: none"> <input type="checkbox"/> Microsoft Teams channels/SharePoint Sites <input type="checkbox"/> Chats <input type="checkbox"/> Website pages | • | Supervisor/Administrative Support |
| ANY ADDITIONAL REQUIREMENTS: | | |
| <input type="checkbox"/> All keys must be returned to the Police Department, either dropped off in person or sent via Inter-Departmental Mail. | • | Supervisor/Administrative Support |
| <input type="checkbox"/> All laptops and chargers must be turned in directly to CTS | • | Supervisor/Administrative Support |
| Human Resources | | Who is Responsible |
| <input type="checkbox"/> If the employee has questions, they can reach out to HR via email or request an in-person meeting to: <ul style="list-style-type: none"> <input type="checkbox"/> Assist with questions regarding benefits and payroll and will connect employee to UW-System benefits specialist, if needed. <input type="checkbox"/> Ensure all contact information is up to date i.e. phone numbers, email address, home address. Note to employee: This information can be updated in Workday before departure. <input type="checkbox"/> A formal exit interview is conducted if the employee requests one. Otherwise, exit interview survey is emailed to employee. An employee can notify their Supervisor or contact HR if they want an in person exit interview. | Human Resources UW-Parkside P: (262)595-2204 E: hr@uwp.edu | |
| <input type="checkbox"/> Worker's Compensation Coordinator <ul style="list-style-type: none"> <input type="checkbox"/> If the employee has an active claim, notify the UW System, Office of Risk Management of departure. | | |

| <input type="checkbox"/> Submit Deprovisioning Form in Ivanti to ensure employees access is ended | |
|---|---------------------------|
| Employee | Who is Responsible |
| <input type="checkbox"/> Ensure all documents related to work on the personal drive are deleted. <input type="checkbox"/> Note: once the employee departs, all personal documents will be deleted. | Employee |
| <input type="checkbox"/> Ensure all files, keys, UWP property (such as laptops, monitors, etc.) are returned to your Supervisor or Human Resources. | Employee |
| <input type="checkbox"/> For retirees, provide HR with your personal email if you wish to continue to receive Parkside newsletter and events communication. | Employee |

ACKNOWLEDGEMENT

Signatures and Date

| | |
|--------------------|-------------|
| EMPLOYEE: | Date |
| SUPERVISOR: | Date |
| Comments: | |