**UNIVERSITY OF WISCONSIN-WHITEWATER**

**STAFF CHECK OUT FORM**

(1st page to be completed by Employee and returned to HR office)

* All staff members who are leaving employment with the campus MUST complete this form.
* The employee will visit the offices indicated (if applicable), gather initials, and ascertain that all materials have been returned and verify that no fines are due.
* The completed form will then be signed by the Employee and the Department Chair/Unit Supervisor and retained in Department records, and a copy will be forwarded to Human Resources.
* The checkout needs to occur prior to the employee’s departure. Please fill out applicable sections.

Employee Type: Faculty/AS [ ]  University Staff [ ]  Temporary Employee [ ]

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR LEAVING: Resignation\*[ ]  Retirement[ ]  Fixed Term[ ]

\*If Resignation, are you transferring to another UW institution? [ ]

WHEN LEAVING: End of 1st Semester[ ]  End of 2nd Semester[ ]  End of Summer Session[ ]

 Other Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UW Rock Campus Employees only need to complete items in RED or any others that pertain to them. UW-Whitewater Campus Employees need to complete ALL.**

**ITEMS LEFT W/CHAIR/SUPERVISOR:**

(if applicable)

[ ]  Department Equipment (laptop, office supplies, anything given for remote work, etc.)

[ ]  Arrangement for incomplete grades

[ ]  Campus Pro Card

[ ]  Tax Exempt Card

[ ]  Sales and Use Exempt Card

[ ]  Grade Book (if applicable)

[ ]  Advisee Folders

**CONFIRM CLEARANCE WITH:**

\_\_\_ Library/Reserve/Equipment (Andersen/Rock Library)

\_\_\_Univ. Cashiering (fines, P-Cards, other – Hyer 1st floor)

\_\_\_Financial Services (WISER, outstanding purchases, travel expenses, etc. – Hyer 1st floor)

\_\_\_Parking Services (Visitor Center)

**ALL University Keys** are to be returned in person to FP&M, located in the General Services Building at 500 North Fremont (Monday-Friday 7am-3pm). UW Rock Campus – Return keys to Tanja Anderson.

I have verified that all the clearances have been confirmed and items listed have been returned to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_

Department Chair/Unit Supervisor Date

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CC: Human Resources

**MORE SUPPORT**

Library/Reserve/Equipment (Andersen/Rock Library)

* Make sure any borrowed equipment has been returned (books, dvds, cds, microphones, headsets, etc.)
* Email: circdesk@uww.edu or waelchlp@uww.edu

Parking Services (Visitor Center)

* Outstanding tickets/fines need to be and return any parking permit on your last day on campus.
* If the permit is payroll deducted and not returned by last day; the last deduction is adjusted to the entire balance still owed.
* Email: millerl@uww.edu

Univ. Cashiering (fines, Hyer 1st Floor)

* Verify that there aren’t any financial deductions (e.g. Purple Points, Meals, Tuition related, etc.)
* Email: cashiers@uww.edu

Financial Services

* Expense Reports
* ALL TER’s must be submitted prior to leave.
* Email: finsrv@uww.edu

Purchasing

* P-Cards/Expense Reports
* Complete P Card reconciliations or approvals.
* Before the last day of work, return your card(s) to your supervisor/site manager who will shred card(s) and notify the PCPA to cancel the account(s).
* Email: purchasing@uww.edu

ITS

* Any questions about access to files, etc.
* Make sure to share the shared drives, etc. to others who need access
* Email: helpdesk@uww.edu

FP&M (500 N. Fremont)

* Office and Building keys at UW-Whitewater
* Email: ledermas@uww.edu

Rec Sports

* Email: reynoldsSM07@uww.edu

Extra Info:

Hawkcard

* Your access to buildings will be removed
* Dining Dollars and Staff Advantage (MYMEALS) must be used by separation date.
* Purple Points - If there is no activity for 1 year, they are removed.
* Contact: hawkcard@uww.edu