**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](mailto:circdesk@uww.edu) or [waelchlp@uww.edu](mailto: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](mailto: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](mailto:cashiers@uww.edu)

Financial Services

* Expense Reports
* ALL TER’s must be submitted prior to leave.
* Email: [finsrv@uww.edu](mailto: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](mailto: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](mailto:helpdesk@uww.edu)

FP&M (500 N. Fremont)

* Office and Building keys at UW-Whitewater
* Email: [ledermas@uww.edu](mailto:ledermas@uww.edu)

Rec Sports

* Email: [reynoldsSM07@uww.edu](mailto: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](mailto:hawkcard@uww.edu)