UNIVERSITY OF WISCONSIN-WHITEWATER
STAFF CHECK OUT FORM
(To be completed by Employee)

All staff members who are terminating employment with the campus MUST complete this form.

The employee will visit the offices indicated, 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 Department Chair/Unit Supervisor and retained in Department records, and a copy will be forwarded to Human Resources & Diversity.

The checkout needs to occur prior to the employee’s departure. Please fill out applicable sections.

************************
Employee Type: Unclassified  University Staff  University Staff Temporary Employee

NAME: ____________________________________________

PRESENT ADDRESS: __________________________________________

FUTURE ADDRESS: ___________________________________________

(for W-2 mailing)

REASON FOR LEAVING:  Resignation  Retirement  Fixed Term  Transfer / To: _______________________

WHEN LEAVING:  End of 1st Semester  End of 2nd Semester  End of Summer Session  Other Date __________

CONFIRM CLEARANCE WITH:

ITEMS LEFT W/ CHAIR/UNIT SUPERVISOR:
(If Required)

___ Library Circulation/Reserve (Andersen Library)
___ Textbook Rental Service (Bookstore)
___ Univ. Cashiering (fines, other, Hyer 1st Floor)
___ Parking Services (Visitor Center)
___ WISDM (Financial Services-Hyer Hall, 1st floor)
___ ID Card
___ Grade Book
___ Arrangement for incomplete grades
___ Advisee Folders
___ Campus Pro Card
___ Tax Exempt Card

___ ALL University Keys are to be returned in person to FP&M, located in the General Services Building at 500 North Fremont.

________________________________________/_______________
Employee                                           Date

_______________________________/_______________
Department Chair/Unit Supervisor                Date

_______________________________
Phone

CC: Human Resources & Diversity/Personnel File

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

_______________________________/_______________
CC:  Human Resources & Diversity/Personnel File

Revised 7/15/15