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

Department Chair/Unit Supervisor Date

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UNIVERSITY OF WISCONSIN-WHITEWATER
STAFF CHECK OUT FORM
(1st page to be completed by Employee and returned to HR&D)

• All staff members who are terminating 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 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.

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Employee Type: Faculty/AS University Staff Temporary Employee

CONFIRM CLEARANCE WITH:

Library/Reserve/Equipment (Andersen/Rock Library)
Univ. Cashiering (fines, P-Cards, other, Hyer 1st Floor)
Parking Services (Visitor Center)
Financial Services (WISER, outstanding purchases, travel expenses, Shop UW+ Access & SFS. -Hyer Hall, 1st floor)
Department Equipment (laptop, keys, office supplies, other)

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

Grade Book (if applicable)
Arrangement for incomplete grades
Advisee Folders
Campus Pro Card
Tax Exempt Card
Sales and Use Exempt Card

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

UW ROCK- Return Keys to Tanja Anderson.

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

Employee Date

Department Chair/Unit Supervisor Date

CC: Human Resources & Diversity/Personnel File
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

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

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

Financial Services
- P-Cards/Expense Reports
- Complete log(s) and/or train another staff member on how to complete on what is needed.
- Before the last day of work, cut up your card and return your card to your supervisor/site manager who will dispose of your card and notify the campus PCPA to cancel the account.
- ALL TER’s must be submitted prior to leave.
- Email: purchasing@uww.edu

Department Equipment (laptop, keys, office supplies, other)
- If you worked from home, did you return everything? Monitors, headsets, etc.

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