



**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.

Employee Type: Faculty/AS 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 _____

UW Rock Employee's only need to complete items in RED or any others that pertain. UW-W Employees need to complete ALL.

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, etc. -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.**

Employee Date

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

Department Chair/Unit Supervisor Date

Phone



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:

Hawocard

- 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: hawocard@uww.edu