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 □

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.

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

__________________________ / __________________________
Employee Date

__________________________ / __________________________
Department Chair/Unit Supervisor Date

Phone

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