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 (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 ____________

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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)
- Textbook Rental Service (Bookstore/Rock Bookstore)
- Univ. Cashiering (fines, P-Cards, other, Hyer 1st Floor)
- Parking Services (Visitor Center)
- Financial Services (WISDM, outstanding purchases, travel expenses, etc. -Hyer Hall, 1st floor)
- Department Equipment (laptop, keys, office supplies, other)
- Rec Sports / Gym Locker

**ITEMS LEFT W/ CHAIR/UNIT SUPERVISOR:**

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

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**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.**

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Employee  Date

_______________________________/______________________________
Department Chair/Unit Supervisor  Date

**Phone**

CC: Human Resources & Diversity/Personnel File