



Employee Departure Checklist

- Acknowledge in writing employees resignation.
- Send copies of letter of resignation/retirement/non-renewal with acknowledgement (if applicable) to Human Resources
- Notify personnel representative of employee's end date so appropriate personnel action form may be completed and processed.
- Notify IT resource staff member of pending end date to eliminate computer access.
- For Instructional Staff notify the Department of Enrollment Services (DES) to eliminate access to PAWS.
- Be sure you have access to employee's files stored on desktop system. Files saved on desktop system should be backed up and/or moved to a share or server where they will be accessible as needed
- Prepare personnel file for archive in accordance with the UWM records retention schedule. (see: <http://www.uwm.edu/Libraries/arch/division/>)
- Telephone services: obtain account access code or have the password reset.
- Remove employee's email address from departmental/campus reflectors as appropriate.
- Ensure all leave accounting (yellow) slips have been completed and leave balances are up to date. If balances are overdrawn at time of termination notify employee that the amount overdrawn will be subtracted from their final paycheck.
- Receive university keys (office, desk, file storage, laboratory).
- Change access codes for electronically controlled rooms as appropriate.
- Receive purchasing card
- Receive UWM/departmental &/or laboratory equipment (laptop, cell phone, pager etc)
- Cancel any signature authority.
- Submit any final travel reimbursement.
- Documentation/manuals – software, procedure manuals, etc
- If authorized purchaser, contact suppliers and vendors to cancel employee as authorized purchaser
- Termination personnel action form & personnel action form to pay out any vacation/leave balances submitted Human Resources prior to termination date.