UW TACOMA STAFF SEPARATION – CHECKLIST

for any separating UWT contract-classified, classified non-union, or professional staff, or hourly/temporary staff losing ACTIVE APPOINTMENT STATUS for longer than 2 PAYPERIODS.*

Employee Name: _____ EID:_____ Date of Separation:_____

EMPLOYEE ACTION

DONE N/A

- ☐ ☐ Submit letter of resignation to department.
- ☐ ☐ Transfer departmental shared NetIDs, Catalyst surveys, etc. to supervisor or designee.
- ☐ ☐ Schedule Exit Interview with UWT HR (email Iris Marx at imarx@uw.edu or Trish Fiacchi at tfiacchi@uw.edu).
- ☐ ☐ Complete Exit Survey: https://catalyst.uw.edu/webq/survey/uwthr/222055
- ☐ ☐ Notify Benefits Office of separation (benefits@uw.edu).   If employee wants to enroll in COBRA, information is available on the UW Benefits Web site: http://www.washington.edu/admin/hr/benefits.

On the last working day:

- ☐ ☐ Provide supervisor with passwords to any departmental files and voice mail.
- ☐ ☐ Update voice mail message to notify callers of your separation and a number to call for assistance.
- ☐ ☐ Set up an auto-response email message to let others know of your separation and whom they should contact for assistance or forward account to another employee. (Ensure that UW email is not automatically forwarded to a private email address.)
- ☐ ☐ Go to http://mailman1.u.washington.edu/mailman/listinfo/uwtline to unsubscribe to uwtline.
- ☐ ☐ Verify accuracy of Online Work/Leave record.
- ☐ ☐ Turn in keys, Entrust Token, long-distance codes, pro-card and all other department-issued items.
- ☐ ☐ Turn Staff ID card into HR (Box 358431).
- ☐ ☐ Update address through Employee Self Service in MyUW for final check and W-2 form.
- ☐ ☐ Turn in U-Pass and/or Parking Permit to Finance (Box 358431). The remaining balance will be deducted from the last paycheck for passes/permits that are not turned in.

_____   _____
Employee Signature   **Date of Completion**

DEPARTMENT ACTION

DONE N/A

- ☐ ☐ Send the employee's original letter of resignation to UWT HR <u>and</u> copy to Payroll (Box 358431).

On the last working day:

- ☐ ☐ Notify Computer Services to delete or lock ** computer network account and remove remote access.
- ☐ ☐ Complete review and reconciliation of employee's Online Work/Leave record.
- ☐ ☐ Obtain employee's passwords for departmental files and voicemail.
- ☐ ☐ Send email to tacweb@uw.edu requesting that the employee's UWNetID be deleted from the online directory.
- ☐ ☐ Collect keys and all other department-issued items:
  - ☐ ☐ Keys/Access cards – send to Campus Safety
  - ☐ ☐ Entrust Token – send to Finance and Administration (Box 358431)
  - ☐ ☐ Long-distance codes – http://www.tacoma.uw.edu/administrative-services/administrators-toolbox/finance-toolbox/long-distance-service
  - ☐ ☐ Procards – send card to Jan Rutledge (Box 358431) and email janrutle@uw.edu
  - ☐ ☐ Travel Card – Email uwcts@uw.edu to cancel the card and send card to UW Corporate Travel (Box 351120)
- ☐ ☐ Remove access to Payroll and OPUS review functions: email Danelle Dauron at ddauron@uw.edu.
- ☐ ☐ Remove access to OASIS: email eio@uw.edu.
- ☐ ☐ Remove access to UW Development Advance: email advhelp@uw.edu
- ☐ ☐ Remove records retrieval authorization (UW Records Management Office): email urc@uw.edu.

_____   _____
Department Signature   **Date of Completion**

*A report of hourly/temp employees who do not have an active appointment for more than 2 pay periods will be provided to Computer Services. Hourly/temp employees who are NOT re-appointed within 2 pay-periods will have their UWT departmental network (S: drive) access removed. Computer Services may follow-up with departments regarding individual employees.

**If an hourly/temp employee will be re-appointed at a date later than the 2-pay period grace period, his/her UWT network account can be locked until the new appointment becomes active. Contact Computer Services directly to lock accounts.