



UNIVERSITY OF WASHINGTON

College of Engineering Checklist for Separating Employees

As a supervisor, receiving a resignation means you are preparing for the next hiring. Think about future changes and what assistance the employee who is leaving can render.

- ❑ *Immediately* notify your payroll coordinator of the separation date, and ask her/him to enter the separation in OPUS
- ❑ Revise job description (if appropriate).
- ❑ Review any ongoing projects the employee was working on and reassign as appropriate.
- ❑ Prepare (with the employee who is leaving) a list of the key contact people with location and phone numbers.
- ❑ Notify employee's principal contacts of new contact, if appropriate.
- ❑ Contact any central, fiscal, and computing services to notify them of the resignation, paying particular attention to:
 - Termination of Email Account(s) (local unit and university)
 - Setting up Email Auto-Replies with Updated Contact Information
 - Terminating Access to eProcurement Systems (Stores, Corporate Express)
 - Terminating ProCard
 - Terminating Access to Keynes Systems (BGT, FIN, SDB, HEPPS, PAS, etc.)
 - Terminating Long Distance (UWATS) Codes
 - Terminating Access to Restricted Web Sites / Email Aliases
 - Terminating Online Office Calendar Systems
 - Terminating Access to Payroll / Personnel Systems (OPUS, Leave Record Maintenance, if applicable)
 - Terminating Access to Servers / Shared Drives / FTP sites / Database(s) / Directories
- ❑ Have employee who is leaving update appropriate procedures, if possible.
- ❑ Obtain access to unit-related computer files maintained by the departing employee.
- ❑ Update the organization chart and / or phone lists.
- ❑ If employee appears on the College of Engineering phone list, call 543-0340 to update the CoE list.
- ❑ Confirm employee's contact address and phone number. If employee is moving, collect new address / phone number.
- ❑ Employee questions related to benefits should be directed to the UW Benefits office: 543-2800 or benefits@u.washington.edu.
- ❑ If employee is enrolled in payroll deduction, have employee complete a stop deduction form.

On The Last Day

- ❑ Conduct an Exit Interview with the employee.
- ❑ Have employee sign the 220 form.
- ❑ Collect any department-issued items (SecurID, etc., ProCard, UWATS Codes, etc.).
- ❑ Collect keys (if appropriate).
- ❑ Collect building pass (if appropriate).
- ❑ Have employee drop off U-Pass at Parking Services (if employee is not enrolled in U-Pass program, have him / her turn in staff ID card).
- ❑ Obtain employee's voicemail password and update voicemail message as appropriate.
- ❑ Remind Central and Computing Services to proceed with account termination (see above).
- ❑ Generate an Employee Separation Payment Authorization form.

Before the Next Payroll Cutoff

- ❑ Send original of employee resignation / separation notice to appropriate area employee relations office. Department should keep a copy for its records.
- ❑ Complete a review and reconciliation of 220 forms and obtain necessary signatures. If employee is unavailable to sign, write "employee is unavailable for signature" on the employee's signature line (the 220 should not be sent to the employee for signature).
- ❑ Complete the Employee Separation Payment Authorization form (UoW 1349), confirming accuracy of balances transferred from 220 forms, and obtain appropriate signatures.
- ❑ Make a set of copies of the 220 forms for department records.
- ❑ Forward all original 220 forms, along with the Personnel copies of the separating PAF and Separation Payment Authorization form, to UPPER CAMPUS OPERATIONS, 4045 Brooklyn Ave NE, Box 354561.