

Classified and Professional Staff Employment Separation Checklist

Employee Responsibilities

Employee Name _____

EID Number _____

Separation Date (COB) _____

Forwarding Address _____

Phone Number _____

Current Email _____

Alternative Email _____

Notify department; submit letter of resignation

- Submit a letter of resignation, including your termination date.
- Notify your supervisor and HR Partner if you are transferring to another WA State agency or UW department.
- Discuss with your supervisor whether you will be using any leave prior to your termination date.

Workday tasks

- Ensure all your leave requests have been entered into and approved in Workday.
- Update contact information in Workday for future W2 mailing.
- Stop voluntary paycheck deductions. See <https://employeehelp.workday.uw.edu/your-pay-taxes/paycheck-info/>.

Return UW materials and equipment

- Employees may retain their Husky Card: <https://hfs.uw.edu/Husky-Card-Services/Terms-and-Conditions>
- Building/departmental access cards or keys, keys for desk and office, and file cabinet keys.
- Electronics such as cell phone, pager, or laptop.
- UW Travel Card (any outstanding balances must be paid in full by termination date).
 - Cancel by emailing uwcts@uw.edu with the name, last 4 digits of the account number.

Technology and data access

- Review the records management offboarding resource at: <https://finance.uw.edu/recmgt/node/6213>.
 - If you hold any records that may potentially be part of an ongoing lawsuit or pending audit, email Records Management at recmgt@uw.edu for further instructions.
- Transfer any Google Drive documents to a team OneDrive on the UW network, so all team documents that you have created are still accessible upon departure.
 - For those in the Dean's Office, email help@engr.washington.edu for assistance.
- Provide supervisor with access necessary for records management of departmental data, documents, and other information or records, including those in email.
- Discuss with supervisor whether an auto-reply email message or email forwarding should be set up, or both.
- Cancel or decline any future meeting requests in Outlook.
- Update your voicemail message to advise callers of your separation, provide an alternate contact to caller for assistance, and provide your supervisor with the access code, if applicable.
- Cancel ProCard by emailing procard@uw.edu, then destroy and dispose of ProCard.
- Remove any UW licensed software from your personal computer/device(s).

Additional information and considerations

- Review information about insurance continuation. <https://hr.uw.edu/benefits/insurance/health/cobra-continue-your-insurance>
- If you wish to access retirement plan contributions, contact the Benefits Office at (206) 543-4444 or benefits@uw.edu.
- Retirees must officially retire from the UW to obtain all rights and benefits. Contact the contact the Benefits Office at (206) 543-4444 or benefits@uw.edu.
 - Visit <https://hr.uw.edu/benefits/retirement-plans/nearing-retirement/>
 - [Those intending to retire must submit an online UW Retirement Application](#) within 6 months of your UW separation date and no later than 60 days after the separation date.
- If you are the parent of a child enrolled in a UW on-site childcare center, you must notify the center that you are separating from UW employment.
- Turn in other UW materials - including, but not limited to:
 - Parking Permit – Return to Parking Office.
 - ENTRUST token.
- Empty belongings from communal refrigerator.
- If you have not already done so, schedule an Exit Interview with CoE Human Resources. Email Jess Tapang at jtapang@uw.edu for her availability.
- Employment verification requests must follow the procedure as stated by the Employee Help at <https://employeehelp.workday.uw.edu/employment-verification-requests/>.
- For Public Service Loan Forgiveness (PSLF) Form Completion Requests visit: <https://employeehelp.workday.uw.edu/pslf/> for instructions on access the Federal Student Aid PSLF Help Tool.
 - The email address to use when utilizing the help tool for UW is pslf@uw.edu.

Return this form to CoE Human Resources via email by your last day in the College of Engineering. Thank you!