# Ending Employment Checklist - Campus Classified and Professional Staff

Employees and supervisors should review the following lists together to determine which items are applicable.

## Employee responsibilities

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| Notify department; submit letter of resignation:  Submit letter of resignation, including your termination date.  Notify your supervisor or HR Partner if you are transferring to another WA State agency.  Discuss with your supervisor whether you will be using any leave prior to your termination date.  Ensure all your leave requests have been entered and approved in Workday. |

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| Return UW materials and equipment:  ID badge (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, laptop  UW Travel Card (any outstanding balances must be paid in full by termination date)  Cancel by emailing [uwcts@uw.edu](mailto:uwcts@uw.edu) with the name, last 4 digits of the account number |

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| **Technology and data access:**  Review the records management offboarding resource at: <https://finance.uw.edu/recmgt/Offboarding>  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 to let others know you have separated should be set up, email forwarded to another employee, or both.  Cancel future meeting requests or holds in Outlook.  Update your voicemail message to advise callers of your separation and provide an alternate contact to call for assistance.  Provide supervisor with voicemail access code. Discuss with supervisor if your greeting should be updated.  Cancel ProCard by emailing [procard@uw.edu](mailto:procard@uw.edu), then destroy and dispose of ProCard.  **Technology and data access continued:**  Remove any UW licensed software from your personal computer/device(s). |

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| Update Workday profile and payroll deductions  Update personal address in Workday for tax forms.  Contact Transportation Services to cancel UW parking permits, U-PASS, or other UW-transit options. You will continue to be charged for products that are not canceled.  Stop voluntary paycheck deductions. |

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| **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 UWHR Benefits Office at 206-543-4444 or [benefits@uw.edu](mailto:benefits@uw.edu)  Retirees must officially retire from the UW in order to obtain all rights and benefits. Contact the UWHR Benefits Office at 206-543-4444 or benefits@uw.edu. 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. |

Department responsibilities

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| Receive letter of resignation or notification of end date:  Confirm if employee is going to another state agency or transferring to a different UW department.  Discuss whether employee will be taking any leave prior to separation.  Ensure all leave requests have been entered and approved in Workday.  Transmit a copy of the resignation notice to campushr@uw.edu for records retention in the employee’s personnel file. |

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| Process termination in Workday:   * Voluntary: <https://isc.uw.edu/user-guides/term_vol_sc/> * Involuntary: https://isc.uw.edu/user-guides/term\_invol\_sc/ |

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| Receive UW materials and equipment from employee:  Receive all keys (office, building, desk, and file cabinets) and building access cards/badges.  Computer equipment, pager, cell phone, etc. Cancel data plan if applicable.  Collect UW Travel Card. |

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| Forwarding address:  If employee has not updated their personal contact information in Workday, their HR Partner may do so. |

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| Email:  Discuss whether employee should set up auto-reply email message to let others know they have separated, or have email forwarded to another employee. To forward email, contact UW-IT at help@uw.edu.  Alternately, manager can email [aareq@uw.edu](mailto:aareq@uw.edu) identify themselves as the supervisor of the employee; provide the employee’s name and NetID; and the wording of the requested subject line and message to be placed on the account. |

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| Voicemail:  Forward or change voicemail greeting; obtain voice mail password.  Alternately, manager can call the UWIT Service Center 206.221.5000 or email [help@uw.edu](mailto:help@uw.edu) to have the password reset. |

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| Ensure access to all departmental documents and data:  Determine location of electronic and paper records and data, including those in email. Take actions required for records management. Follow guidance in Records Management’s offboarding resource: <https://finance.uw.edu/recmgt/Offboarding>  Obtain departmental system passwords and any document passwords. |

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| Remove access to systems, update communications:  Remove access to departmental shared drives; NetID groups, SharePoint sites.  Update mail groups; distribution lists; recurring meeting attendee lists.  Remove specific systems access (e.g., UWHIRES, Advance, Student Database).  Update internal contact lists; external facing (web) contact lists.  Remove employee from electronic building access and building access rosters.  Review and request ASTRA authorization changes as needed <https://astra.admin.uw.edu/astra/> |

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| **Cancel Procurement Card, Reconciler Account Access, UW Travel Card:**  Email ProCard cancelation requests to [procard@uw.edu](mailto:procard@uw.edu). The card and reconciler site access will be removed, but it is the cardholder's responsibility to destroy and dispose of the card. For additional information, see <http://finance.uw.edu/ps/how-to-buy/procard/resources#cancel> or call 206.543.5252.  Email Travel Card cancelation requests to [uwcts@uw.edu](mailto:uwcts@uw.edu) including the cardholder’s name and the last 4 digits of the account number. For additional information, email [uwcts@uw.edu](mailto:uwcts@uw.edu) or call 206.543.7171. |

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| Review and close department personnel file:  Retain documents as instructed in UW Records Retention Schedule: https://finance.uw.edu/recmgt/gs |