**Employee DEPARTURE Checklist**

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| --- | --- | --- | --- |
| **Employee Name** |  | **Last Date** |  |
| **Employee Position** |  | **Department** |  |
| **Supervisor** |  | **Administrative Support** |  |

**Instructions**: This checklist is provided to assist supervisors and human resources in ensuring the departure of the employee is handled smoothly. Make a copy for yourself and for the employee. Take time to review this information with the employee**. Submit final checklist to HR at** hr@uwp.edu**.**

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| **Supervisor** | **Who is Responsible** |
| * **If applicable**, please request a resignation letter. Attach the resignation letter to the Departure Form.
* Complete the Departure Form in BP Logix as soon as aware of employee leaving. Click here for [Departure Form](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=d0fddb8a-d3c7-4e54-9563-dff9174c0473&forminstid=&wfinstid=&prinstid=&tlid=&testmode=&parsecontrols=&CTRun=&CTConfigure=&CTContainerFORMID=&CTContainerWFID=&CTContainerRULEID=&CTContainerPRID=&completepage=&completepageprompt=&completetext=&saveformpage=&saveformtext=&saveformpageprompt=&url=&INFOMSG=&linkwfid=&linkprid=&nottask=&findtask=&caseinstid=&indash=&incasef=&targetportlet=0&howtoopen=0).

*Note: CTS, Campus Police, Finance and HR are automatically notified when an employee departs.* * **In the event of sudden departure, the Supervisor will take employee’s personal items to the Police Department.**
	+ The Police Department will keep items in their department for one week otherwise, have employee contact the Police Department to schedule a time when they will pick up their items at (262)595-2455.
* Collect the following from the employee:
	+ All keys
	+ ID Badge
	+ Corporate credit card and/or purchasing card
	+ UWP equipment such as laptops, monitors, external drives, hotspots, etc.
* Ensure that final expense report has been submitted.
* Ensure that timecard/s are completed and all pending time off requests are submitted.
* Notify managers and team members of the departure.
* Work on a transition plan so that all aspects of the role are taken care of after the persons last day
* Notify all stakeholders of who they can reach out to in the employees’ absence
* Update Organizational Chart.
* If departing employee is a Supervisor or Manager, please submit change form in BP logix updating ‘Reports to’ and “TL Approver” for all impacted employees during the transition period and as well as once a replacement has been hired.

***ANY ADDITIONAL REQUIREMENTS:*** | Supervisor/Administrative Support |
| **Human Resources** | **Who is Responsible** |
| * If the employee has questions they can reach out to HR via email or request an in person meeting to:
	+ Assist with questions regarding benefits and payroll and will connect employee to UW-System benefits specialist, if needed.
	+ Ensure all contact information is up to date i.e. phone numbers, email address, home address.

Note to employee: This information can be updated on MyUW Portal.* + A **formal exit Interview** is conducted if the employee requests one. Otherwise, exit interview survey is emailed to employee. An employee can notify their Supervisor or contact HR if they want an in person exit interview.
 | [Human Resources | UW-Parkside](https://www.uwp.edu/explore/offices/humanresources/)P: (262)595-2204E: hr@uwp.edu |
| * Worker’s Compensation Coordinator
	+ If active claim, notify UW System, Office of Risk Management of departure.
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| **Employee** | **Who is Responsible** |
| * Ensure all documents related to work on the H: drive transferred to the department shared drive. Ask your supervisor which drive the documents should be transferred to.
	+ Note, once the employee departs, all documents in the H: drive will be erased from the system.
* Ensure all files, keys, UWP property (such as laptops, monitors, etc) are returned to your Supervisor or Human resources.
 | Employee |

**ACKNOWLEDGEMENT**

**Signatures and Date**

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| --- | --- |
| **EMPLOYEE:** | **Date** |
| **SUPERVISOR:** | **Date** |
| **Comments:** |