Separation Checklist for Classified and Professional Staff

Instructions: Please complete the tasks under each heading. When all items are checked off, please send a copy of this checklist within three days of the separation date to the UWB Payroll Coordinator, Box 358525.

Employee:

Separation Date:

Employee Action

☐ Submit letter of resignation to supervisor.
☐ Review the Benefits Office web site for COBRA insurance/retirement information:
  http://www.washington.edu/admin/hr/benefits/insure/fac-staff-lib/cobra/index.html

On the Last Working Day

☐ Sign completed leave record/time report.
☐ Clean office/workstation and inbox, removing all personal items.
☐ Update email/voicemail message for notification of separation and a number to call for assistance.
☐ Update mailing address in MyUW for final paycheck and W-2 form.
☐ Return UW issued items to your supervisor:
  o Keys
  o Pro-Card and/or Travel Visa
  o SecurID
  o Husky Card
  o Communication devices (laptop, cell phone, etc.)
  o Parking Permit/ U-Pass
  o UWATS
  o Locker Key/Lock
  o Uniforms/Tools
  o Other ____________________________________________________________

Department/Supervisor Action

At Notice of Separation

☐ Confirm last work date and ask for letter of resignation from employee.
☐ Confirm any leave (vacation, personal) the employee wishes to take before separation.
☐ Send letter of resignation/separation notice to UWB HR, Box 358535 and to the Payroll Coordinator, Box 358525. (Keep copies for department).
☐ Refer departing employee to the Benefits Office web site for COBRA insurance and retirement account information:  http://www.washington.edu/admin/hr/benefits/index.html
☐ Cancel any scheduled trainings and request refund (if applicable).

On the Last Working Day

☐ Notify Information Technology (IT) to cancel employee’s email account and transfer Outlook & Mercury files.
☐ Collect UW issued items from employee (listed above).
☐ Complete review of time report/leave record and obtain all necessary signatures.
☐ Cancel UWATS authorization code (if applicable).
Before Next Payroll Cut-off

☐ Make a set of copies of employees leave records for department records and forward originals to Payroll Coordinator, Box 358525.

Payroll Coordinator Action

☐ Pay out comp time, annual leave, and applicable sick leave hours.
☐ Complete the Employee Separation Payment Authorization form and forward UW Seattle Human Resources office, Box 354554.

NOTES: