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**CALS Checklist**

**for Departing Employees**

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| **Prior to last day** |

[ ]  Inform supervisor, in writing, of last day worked and effective date of termination (i.e. last day paid)

[ ]  Communicate with supervisor regarding informing other necessary parties

[ ]  Submit outstanding coursework and training reimbursements, if applicable

[ ]  Submit outstanding expense reports, if applicable

[ ]  Cancel [parking](https://transportation.wisc.edu/permits/), if applicable

[ ]  Print [W2s and earning statements from MyUW](https://my.wisc.edu/portal/f/u121l1s4/p/earnings-statement.n17/max/render.uP) (access will be revoked after last day paid)

[ ]  Update home and/or mailing [address in MyUW](https://kb.wisc.edu/myuw/page.php?id=7132#update) (W2 will be sent to mailing address; ability to update addresses will be removed after last day paid)

[ ]  Review IT departing employee information: <https://kb.wisc.edu/79984>

[ ]  Review benefits to determine last day of coverage: <https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/>

[ ]  Review leave balances to determine possible payouts: <https://www.ohr.wisc.edu/benefits/docs/paid-leave-payout-at-termination.pdf>

[ ]  If retiring, continue conversations with relevant contacts: <https://hr.wisc.edu/retirement/>

[ ]  Complete [knowledge transfer template](https://uwmadison.box.com/shared/static/bkbdzof2opsujha33x1ju4sczm4f0tv7.docx), if applicable

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| **Last day** |

[ ]  Ensure ownership is transferred for collaborative platforms, email inboxes, etc.

[ ]  Ensure university business files and collaborative docs are moved from personal to shared location

[ ]  Submit remaining [time and/or absences](https://uwservice.wisconsin.edu/help/time-absence/#for-employees)

[ ]  Clean work area and remove personal belongings

[ ]  Set outgoing voicemail message

[ ]  Set outgoing email automatic reply

[ ]  Return all University property (i.e. laptop, keys, uniform, vehicles, cell phone, tools, etc.)

\* You may need to coordinate this action with your local IT or unit HR

[ ]  Return purchasing card, if applicable

[ ]  Take any needed [action/s relating to Duo](https://kb.wisc.edu/helpdesk/page.php?id=86237) (UW’s Multi-Factor Authentication provider)

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| **After last day** |

[ ]  If in need of W2s or earnings statements, please contact [department administrator](https://cals.wisc.edu/facstaff/directories/adminbydep/)