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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/)