

Employee Information			
Name:		Department/Unit:	
Employee ID:		Supervisor/Chair:	
Last day in pay status:		Last day on campus:	
Check all that apply:			
Resignation:	Retirement:	Termination:	Non-Renewal:
Update contact information: Please update the MyUW Portal with your forwarding address information, if applicable. If forwarding address is unknown, please call HR at 608.785.8013 to update later.			
Forwarding Email Address:			
Forwarding Phone Number:			

EMPLOYEE PORTION	
Employee: Please check the box to confirm completion. If it is not applicable, do not check	
	Reviewed HR Exiting Employment webpage .
	Contact HR for benefits/retirement information.
	Submitted resignation/retirement letter to supervisor with a copy to hrinfo@uwlax.edu (non-needed if termination or non-renewal).
	Submitted final time/leave report(s) in MyUW Portal before last day on payroll.
	Completed the optional Affirmative Action Exit Survey .
	Notified Parking Services (if applicable).
	Returned all material to Murphy Library (if applicable).
	Cleared all outstanding items with Business Services, (e.g. P-Card, capital equipment, etc.).

	Communicated the status of any open grants/contracts to supervisor/chair and Grant Accountant.
	Returned all property to the appropriate University unit, (e.g. Computers, etc.).
	Return all office, building, and desk keys, as well as University ID to supervisor/chair.
	Removed/copied all personal property (pictures, decorations, network drive files, Tax and Pay Advice documents from the MyUW Portal . Please note that you will lose access to email, voicemail, office, etc. after your last day of employment.
	If you are retiring, you are eligible for the UWL Eagle email account. It is a separate email service provided by Google and not supported by the campus IT department. There are specific provisions and policies regarding the use of this email account. Please review the Acceptable Use of Information Technology Resources . You can request this Eagle email account here .

SUPERVISOR PORTION

Supervisor: It is your responsibility to ensure the collection of the items or completion of actions listed in this section. Employee: please take action on the following items with your supervisor on or before your last day. If it is not applicable, do not check

	Reviewed HR Exiting Employment webpage .
	Received the resignation/retirement letter and confirmed it has been forwarded to hrinfo@uwlax.edu (non-needed if termination or non-renewal).
	Collected final time sheet/leave report from employee. Approve and forward to HR or approve in HRS.
	Collected all office, building, and desk keys from the employee.
	Collected all P-Card and or tax-exempt cards from employee.
	Collected University issued mobile devices, cell phones, etc.
	Collected University issued ID Card. Once received, please destroy by shredding or cutting up.
	Collected computer and other technology equipment, inclusive of iPads, etc.
	Collected flash drives, devices and other computer equipment.
	Collected miscellaneous office equipment or supplies.

	Obtained a list of all non-IUT programs, websites, and software with which the employee has an account or for which the employee knows log-in information for a State, University or department account; switch ownership of any Google docs for which the employee was an owner.
	Ensure that the employee has completed all required job responsibilities prior to departure or has arranged to have them completed on their behalf (including but not limited to submitting grades and completing an outside activity report).

SIGNATURES	
Supervisor Signature	Date
Employee Signature	Date

**EXIT CHECKLIST MUST BE COMPLETED,
SIGNED AND RETURNED TO HUMAN RESOURCES
ON OR PRIOR TO THE
EMPLOYEE'S LAST DAY ON CAMPUS.**