



# OFF-BOARDING CHECKLIST

Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Department/Unit \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Last day on campus \_\_\_\_\_ Last day in pay status (if different from last day on campus) \_\_\_\_\_

Check all that apply:       Retirement    Resignation    Non-renewal of contract/Not-reappointed    Termination  
     Will begin other Wisconsin state employment: \_\_\_\_\_  
Please indicate the employer and start date

**UPDATED CONTACT INFORMATION**

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Update address in UW Portal for HR**    Address (For dept - if moving): \_\_\_\_\_  
*If your forwarding address is unknown at this time, please inform HR of new address later—via email: [humanresources@uwplatt.edu](mailto:humanresources@uwplatt.edu).  
 Your W-2 statement will be sent via US mail to your home address listed in our system.*

**FINAL EARNINGS STATEMENT**

*You have access for **60 days** to My UW System portal and your UWP email beyond your termination date.  
**Please go to your UW Portal and print your earning statement(s) during those 60 days.***

## EMPLOYEE and SUPERVISOR

**Supervisor:** Please check when completed or enter N/A, if not applicable.      (E=Employee; S=Supervisor)

	E: Submitted resignation/retirement letter to Supervisor with a copy to Human Resources.
	E: Completed a benefits/retirement review with Benefits Specialist in Human Resources.
	E: Entered final timesheet/all leave report(s) via UW Portal.
	E: Request via Outlook Calendar, an Exit Interview with HR Director or Assistant HR Director, if desired.
	E: Completed the optional Affirmative Action Survey.
	E: Reconciled any outstanding expense reimbursements (e.g. travel advance) with Business Services.
	E: Returned all property to the appropriate University units.
	E: Removed/copied all personal property (pictures, decorations, J Drive files, W-2 and earnings information from the portal, etc.) from work site and/or computer.
	S: Supervisor approved timesheet/all submitted leave reports. Supervisor notifies Human Resources when this is completed.
	S: If this employee was a time and absence approver, please email <a href="mailto:humanresources@uwplatt.edu">humanresources@uwplatt.edu</a> with a list of employees and new approver(s).
	S: Collected university property such as: Pioneer Passport ID <u>and</u> all office, building, and desk keys, procurement, tax exempt cards, cell phone, laptop/iPad, flash drives/electronic devices issued by UW-Platteville.
	S: Obtained a list of all non-IT supported programs, websites and software with which the employee as an account or for which the employee knows log-in information for a State, University or department account.
	S: Ensured 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 activities report).

## SIGNATURES

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_