

**UW Bothell**  
**Office of Administrative Services**  
**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 Amie Kinsella, UWB Payroll Coordinator, Box 358525.

Employee:	Separation Date:
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**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 Finance & Administration, 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 IS 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).

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**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.

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**NOTES:**