

UW Bothell
Office of Administration & Planning
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 the UWB Payroll Coordinator, Box 358525.

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|-----------|------------------|
| Employee: | Separation Date: |
|-----------|------------------|

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 the Payroll Coordinator, 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 Information Technology (IT) 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.

NOTES: