

Complete this form to record the return of materials and discontinuation of login information during the separation process.

Faculty  Academic Staff  Graduate Asst  University Staff (Classified)  University Staff Temporary (LTE)

|                       |                         |
|-----------------------|-------------------------|
| <b>Employee Name:</b> | <b>HRS/Employee ID:</b> |
| Department:           | On-Campus Phone Number: |
| Contact Email:        | Supervisor Name:        |
| Forwarding Address:   |                         |

|  |                                       |                                     |   |
|--|---------------------------------------|-------------------------------------|---|
| <b>To be completed by Supervisor:</b>          |                                       |                                     |   |
| Reason for Leaving:                            | <input type="checkbox"/> Resignation  | <input type="checkbox"/> Retirement | <input type="checkbox"/> End of Appointment |
|  | <input type="checkbox"/> Transfer to: |                                     |   |
| Last Day Worked:                               | Last Day on Payroll:                  |                                     |   |
| Date Resignation Letter sent to HR/Supervisor: | Date PTF Sent to HR:                  |                                     |   |

|   |   |                       |
|---|---|-----------------------|
| <b>To be completed by Employee:</b>   |   |                       |
| Exit Interview via Google Sheets: <a href="#">Exit Interview</a>  |   |                       |
| <b>Technology/Accounts to be Discontinued</b>   | <b>Contact Office</b>   | <b>Date Contacted</b> |
| WISER   | <a href="https://uwosh.edu/finance-administration/financial-services/forms/">https://uwosh.edu/finance-administration/financial-services/forms/</a><br>Complete WISER Logon Request to deactivate |                       |
| HR Time Approver – If employee was a time approver, please let payroll know who the new time approver should be | Contact <a href="mailto:payroll@uwss.wisconsin.edu">payroll@uwss.wisconsin.edu</a>  |                       |
| HRS Login Key Fob   | Information Technology – x3020; Polk 005;<br><a href="mailto:helpdesk@uwosh.edu">helpdesk@uwosh.edu</a>   |                       |
| PeopleSoft Access   | Registrar’s Office – <a href="mailto:sisaccess@uwosh.edu">sisaccess@uwosh.edu</a> ;<br>D130   |                       |
| Department Technology (access to dept specific accounts, professional memberships, etc.)                        | Employee Supervisor   |                       |
| Access to Shop@UW/MDS Systems   | Finance & Administration - x3990; D236  |                       |
| Parking Permit (potential refund)   | Parking Services – x4455; 738 High Ave;<br><a href="mailto:parking@uwosh.edu">parking@uwosh.edu</a>   |                       |

|  |   |                       |
|--|---|-----------------------|
| <b>Property to be Returned</b>   | <b>Contact Office</b>   | <b>Date Contacted</b> |
| Purchasing Card and/or Corporate Card (make sure to submit final reimbursement requests) | Finance & Administration– x3990; D236<br><b>Access campuses:</b> return to Campus Administrative Specialist |                       |
| Sales and Tax Exemption Card   | Financial Services – x3990; D236<br><b>Access campuses:</b> return to Campus Administrative Specialist      |                       |
| Campus Keys & FOBs   | Facilities Management – x3466; Campus Services  |                       |

Office of Human Resources

|  |  |  |
|--|--|--|
|  | <b>Access campuses:</b> return to Campus Administrative Specialist                             |  |
| University-owned Cell Phone  | Purchasing – D236; x3990<br><b>Access campuses:</b> return to Campus Administrative Specialist |  |
| Library Property/Fees  | Contact circulation desk at campus library   |  |
| Department Property (i.e. laptop, printer, Media Services Equipment, etc.) | Employee Supervisor<br><b>Access campuses:</b> return to Campus Administrative Specialist      |  |

| Assigned Office/Classroom/Research Space   | Employee Initial | Supervisor Initial |
|--|------------------|--------------------|
| All equipment and supplies properly labeled and stored according to departmental and university policy or returned to stock room/area.   |                  |                    |
| All drawers, cabinets, cupboards, and refrigerators/freezers inspected to assure nothing will be left behind that is not properly labeled and handled according to established policy. |                  |                    |
| All trash and reagents or supplies that are no longer considered useable are properly disposed of or recycled.   |                  |                    |
| Space is left in a condition suitable to reassign to a new colleague.  |                  |                    |

**I confirm that all appropriate contacts have been notified to discontinue access to technology, all property has been returned to the correct office, and that my supervisor and I have reviewed my workspace before my departure.**

|          |      |            |      |
|----------|------|------------|------|
|          |      |            |      |
| Employee | Date | Supervisor | Date |

**Instructions**

Net ID deactivation will happen on the date of separation. The HR office notifies IT of the termination automatically, so employee or supervisor does not need to create a ticket.

Certain technologies (like a Titan email address/account and Titan ID card) are made inactive upon the resignation or departure of the employee and do not require notification to their respective departments to terminate these accounts.

To deactivate a WISER account, click the link. Once the page loads, click on “Create a new WISer Authorization Form”. An option will be available to deactivate an account.

**Please turn in completed forms to Human Resources.**