

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)

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

To be completed by Supervisor:			
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:		

To be completed by Employee:		
Exit Interview via Google Sheets: Exit Interview		
Technology/Accounts to be Discontinued	Contact Office	Date Contacted
WISER	https://uwosh.edu/finance-administration/financial-services/forms/ Complete WISER Logon Request to deactivate	
Hyperion/InfoAccess	Institutional Research – x2184; D308	
HR Time Approver – If employee was a time approver, please fill out a Supervisor and Time Approver Update form in BP Logix		
PeopleSoft Access	Registrar’s Office – sisaccess@uwosh.edu ; D130	
Department Technology (access to dept specific accounts, professional memberships, etc.)	Employee Supervisor	
Access to Shop@UW/MDS Systems	Finance & Administration - x3990; D236	
VoIP Phones, Microsoft OneDrive & SharePoint Sites, Google Drive, Microsoft Outlook, Canvas	Information Technology – X3020 helpdesk@uwosh.edu IT Checklist	
Cancel Parking Permit	Contact Parking Services – x4455; 738 High Ave; parking@uwosh.edu	
MFA Fob (if applicable)	Return fob to IT Service Desk - Polk 005	

Property to be Returned	Contact Office	Date Contacted
Purchasing Card and/or Corporate Card (make sure to submit final reimbursement requests)	Finance & Administration– x3990; D236	
Sales and Tax Exemption Card	Financial Services – x3990; D236	

Office of Human Resources

Campus Keys & Door Access FOBs	Facilities Management – x3466; Campus Services	
University-owned Cell Phone	Purchasing – D236; x3990	
Library Property/Fees	Contact circulation desk at campus library	
Department Property (i.e. laptop, printer, Media Services Equipment, etc.)	Employee Supervisor	

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.