

## Employee Departure Information

Employees often have many questions when leaving their position with UW-Madison. We hope you find this document helpful in addressing your questions. Please feel free to contact your Waisman Human Resources Representative or [hr@waisman.wisc.edu](mailto:hr@waisman.wisc.edu) with any questions.

**Benefits:** Health insurance premiums are generally paid one month in advance. Up-to-date, detailed benefits information can also be found here: <https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/term/>. Benefits information will be sent to you by the UW-Madison benefits office. If you would like to make arrangements for continuing or converting your coverage, please contact a UW-Madison benefits specialist before terminating your employment at 608-262-5650 or [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu).

**Computer Access:** Generally, employees who leave the university (exception for retirees) will have their NetID's deactivated. More information regarding the deactivation process can be found at this link: <https://kb.wisc.edu/79844>. For questions or information related to waisman computing access, please contact [help@waisman.wisc.edu](mailto:help@waisman.wisc.edu).

**Leave Balances and Payouts:** Generally, employees who resign or retire may elect to use accrued vacation, vacation carryover, ALRA, and floating and personal holidays to extend the end date of their appointment or receive a lump sum payout of accrued leave at termination. If you are moving to a new position within the UW System, your leave balances may transfer with you to your new department.

**Parking:** To cancel your UW parking permit, please complete the "parking assignment cancellation form" and return all permits to a Transportation Services Office. The form can be found here: <https://transportation.wisc.edu/permits/#Cancel>.

**Retirees:** Contact Employee Trust Funds (ETF) and a UW-Madison Benefits Specialist to discuss retirement benefits. Please let your WC HR representative know if you would like any lump sum payout amounts to be allocated to your 403(b) or other account. More information can be found here: <https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/ret/>.

**Visas:** If you are a J-1 Scholar, please work with your HR Rep and/or the International Faculty and Staff Services (IFSS) Office to submit the appropriate documentation or request to end your J-1 program.

### **On or before your last day of employment, please remember to do the following:**

1. Submit monthly leave report(s) or your timesheet through employee self-service. If you are using leave time to extend your end date, please remember to submit all future leave reports or timesheets through your last day to ensure you are paid accordingly.
2. Submit all expense reports before your end date in order to ensure proper reimbursement.
3. Make sure your supervisor and Waisman HR has your resignation in writing (if you have not already done so). Your resignation letter should include your last day at work and, if different, your last date on payroll.
4. Provide to your supervisor the following:
  - a. Voicemail code
  - b. Lab coat (if applicable)
  - c. Purchasing card
  - d. Department-owned computers, cell phones, pagers and any other equipment which is not your personal property.
5. Attend an exit interview meeting with Waisman Human Resources (optional).
6. If you normally certify your own effort in the University's ECRT system, please certify your effort for the current period prior to your last day of employment as well as sign any necessary clinical/research paperwork as well as certify your effort for the current period.
7. If your home and/or email address is changing, please update your personal information via MyUW or by provide the information to your HR rep. This is important so future correspondence including tax forms may be sent to the correct address.
8. Return your office keys to the business office in Room 202. Building access will be cut-off at the end of the business day on the employee's last day.
9. On your last day, please leave a voice mail message and email out-of-office message.