



# WAISMAN CENTER

University of Wisconsin-Madison  
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Madison, WI 53705-2280

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waisman.wisc.edu

## Employee Departure Information

Faculty and staff often have many questions when leaving their position with the University of Wisconsin Madison. We hope you find this document helpful in addressing your questions. Detailed information regarding benefits upon termination can be found at: <http://www.bussvc.wisc.edu/ecbs/bng-benefits-at-termination-uw1031.pdf>. If you require further information, please contact Waisman Human Resources at 263-5671.

**Benefits:** Health insurance premiums are generally paid one month in advance. Up-to-date, detailed benefits information can also be found on the UW-Madison benefits website at: <http://www.bussvc.wisc.edu/ecbs/emp-info.html>. Your employment benefits information will be sent by the UW-Madison benefits office (not Waisman HR/Payroll). 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 | Fax: 608-262-8436; E-mail: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu).

**Computer Access:** Policies can be found on our web site at: <http://www.waisman.wisc.edu/cores/admin/computing/policies.php>. Generally, employees who leave the university (exception for retirees) will have their NetID's (which includes WiscMail) deactivated. More information regarding WiscMail/NetID deactivation can be found at this link: <https://kb.wisc.edu/helpdesk/page.php?id=1538>.

**Leave Balances and Payout:** Generally, employees who resign/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 (this does not apply to employees who are laid/off/non-renewed). Consult with your supervisor as soon as possible regarding your leave balances. If you are moving to a new Academic Staff position (which will be eligible for leave benefits) at a new University department, your leave balances transfer with you to your new University 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 link is: <http://www2.fpm.wisc.edu/trans/files/CancellationForm.pdf>.

**Retirees:** Contact ETF as well as meet with a UW Benefits Specialist (to calculate your sick leave credits and other benefits options). Please let your WC HR representative know if you would like any lump sum pay out amounts to be allocated to your 403(b) or other account. More information regarding retirement can be found at this link: <http://www.ohr.wisc.edu/benefits/retirement/>.

**Visas:** If you are a J-1 Scholar, please contact the UW International Faculty & Staff Services (IFSS) office and complete a "Notice of Departure" form which is at this link: <http://www.ohr.wisc.edu/ifss/imminfo/JScholar/Jscholar-departure-info.htm>.

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

- Provide your leave accounting form (unclassified) or your timesheet (classified) to your supervisor. If you are using leave time to extend your end date, please remember to turn in all future leave statements/timesheets through your last day to be paid.
- Submit all expense reports and have fully approved before your end date in order to ensure proper reimbursement.
- Make sure your supervisor 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 paid.
- Provide to your supervisor the following: your voice mail code; lab coat; purchasing card; badges/ids; department-owned computers, cell phones and associated equipment; pager, and any other equipment which is not your personal property.
- Attend an exit interview meeting or send in the exit interview form to HR.
- 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.
- If your home or email address is changing, please up-date via "MyUW" or by providing your forwarding address to your HR representative. This is important so future correspondence including tax forms may be sent to the correct address.
- Return your office keys to the business office.
- On your last day, please leave a voice mail message and e-mail out-of-office message.