



University of Wisconsin-Superior Employee Separation From the University

Instructions: Complete Section I of the form, complete applicable tasks identified in Section II, sign the form in Section III and return to the Office of Human Resources, Main 201, prior to your last day of work. Failure to complete the separation form may cause a delay in receiving your W-2 form. The W-2's are mailed at the end of January of the year following termination, so please make sure that the permanent address listed below is correct for that time period. If you have a change of address before you receive the W-2, please notify this office. Your email account will be deleted upon termination unless you request it be continued for sufficient time needed to complete work-related duties.

SECTION I

Name _____ Department/Office _____

Termination Date _____ Last Day of Work _____

Permanent Forwarding Address for mailing of W-2 Form:

Mailing Address

City

State

Zip

SECTION II

Checkout Requirement

Office

Return Books

Library

Return Keys

Campus Welcome Center

Return Corporate Travel Card
And Telephone Card

Business Office (Main 202)

Return Procurement Card

Purchasing (Main 206) or supervisor who should cut up card in presence of employee

Submit Grades; Make Arrangements for Incomplete Grades
(Faculty/Instructional Staff Only)

Registrar (Main 139) Grade reports must be personally submitted to Registrar's Office

Return Departmental Property
(desk and file keys, equipment, etc.)

Immediate Supervisor

Return University ID Card
(Retirees may keep ID)

Office of Human Resources (Main 201)

SECTION III

I certify that I have returned all required University property as indicated in Section II.

Employee Signature _____

Date _____