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 Public Safety Bldg
Return Corporate Travel Card Business Office (Main 202)
And Telephone Card
Return Procurement Card Purchasing (Main 206) or supervisor who should cut up card in presence of employee
Submit Grades; Make Arrangements for Incomplete Grades Registrar (Main 139) Grade reports must be personally submitted to Registrar’s Office
(Faculty/Instructional Staff Only)
Return Departmental Property Immediate Supervisor
(desk and file keys, equipment, etc.)
Return University ID Card Office of Human Resources (Main 201)
(Retirees may keep ID)

SECTION III

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

Employee Signature_________________________ Date_________________________