

OUTBOARDING UW FACILITIES EMPLOYEE EMPLOYEE RESPONSIBILITIES

Employees should review the following list with their supervisors to determine which items are applicable.

Action Items

- Submit letter of resignation, including your separation date
- Talk to your supervisor if you will be requesting vacation time prior to your separation date
- Review information about insurance continuation
<http://hr.uw.edu/benefits/health-insurance/cobra-continue-your-insurance>
- Employees wishing to retire must contact the ISC Office at (206) 543-8000 or hrhelps@uw.edu
- Turn in all building/departmental keys (vehicle, building, office, file cabinets) to your supervisor
- Turn in UW equipment and materials - including, but not limited to
 - Parking Permit – Return to Transportation Services
 - Pro Card/Travel VISA card
 - Cell phone
 - Laptop
- Complete [End Mobile Device Allowance Form](#)
 - Please complete this form if you are leaving the UW, transferring to another UW department or will be off work for an extended period.
 - **This form must be scanned and emailed to fspay@uw.edu before your end date or the start of your leave** to ensure you will not be overpaid.
- If you are the official custodian of any UW inventoried equipment, work with your supervisor to account for all of the equipment entrusted to you
- Sign up for “Two Factor Authentication” on a personal device or landline
<https://identity.uw.edu/2fa/>
- UW Facilities Badges Each department should have a process in place of how to discard the employee’s badge after they have left (they should be shredding the badge)
- UPASS/ORCA portion of the Husky Card Notify Commuter Services of individual’s change in employment status via email (ucommute@uw.edu) so that payroll deduction is canceled.
- If the employee has a balance on their Husky card, see the information below
 - Husky Card balances may be refunded upon written request or via the Online Card Office. If you submit a written request, it must include your name and account number (UW student or employee ID number), along with a current mailing address. You can stop by the Husky Card Account & ID Center and

complete a refund form or send us an email from your UW email account. We can be reached at huskycrd@uw.edu. All refunds are processed by check or refunded to the credit card used. Accounts less than \$5 may be charged a service fee, up to the total amount of the existing balance. Please note that we do not permit cash refunds or withdrawals

- Provide supervisor with passwords to computer and voice mail access code
- Transfer all I & H Drive, Google Drive and/or OneDrive document ownership to your supervisor or someone already in the group. Find more information at UW IT webpage <https://itconnect.uw.edu/tools-services-support/access-authentication/uw-netids/about-uw-netids/shared-uw-netids/>
- Cancel all future meeting requests or holds in Outlook, especially those scheduled on conference room calendars. Make notes on meeting titles, dates and attendees so the meetings can be rescheduled by another UW Facilities employee if necessary
- Update Campus Address in Employee UW Directory Listing Preference to “Unlisted” in Self Service
- Update address in Employee Self Service through **MyUW** for final check and W-2 form
- Update your voice mail message to advise callers of your separation and a number to call for assistance
- Set up an auto-reply email message to let others know you have separated or forward your account to another employee. For instructions on setting up auto-reply messages, go to <https://uwnetid.washington.edu/manage/?forward>
- Ensure that your leave records are up to date and that you retain a record of your final leave balances
- If you are the parent of a child enrolled in one of the University’s on-site childcare centers, you must notify the center that you are separating from UW employment

OUTBOARDING FACILITIES EMPLOYEE SUPERVISOR RESPONSIBILITIES

Employee Name _____ UW EID Number _____
Mailing Address _____ Separation Date _____
Phone Number _____ Employment Program _____
Email Address _____

Notification of Separation

- Receive letter of resignation or notification of appointment end date. Confirm that the employee is separating from the University and not transferring to a different UW department
- Notify department Administrative Assistant of separation

In the Event of a Death

- If an employee dies, please notify your UWF Employee Relations Manager and UW has specific steps to take to properly separate the employee and provides resources to facilitate the transition – go to <https://hr.uw.edu/benefits/life-events/in-the-event-of-a-death/>

Employee Setup Express

- Complete the ESE form including the separation date and reason for separation – go to <https://fms.admin.uw.edu/ESE/uwnetid#/>
 - AiM access will be disabled by uwftech@uw.edu when the separation report for that month is released

Workday

- Notify your department Admin of the separation and ask them to enter the separation into Workday.
 - All future leave requests past the end date must be cancelled.
 - All time and leave requests must be entered and approved in Workday by the end date.

Building Access

- Receive all keys (vehicle, office, building, desk, and file cabinets) and building use permits. Remove employee from electronic building access (CAAMS) locking system database

Equipment and Communications Access

- Collect UW issued-equipment such as laptops, cell phones, software, and other materials (as noted on the previous page). If the separating employee is the official custodian of any UW equipment
 - Physically locate all inventorial items assigned to the separating employee
 - If you don't know which equipment is assigned to that employee, email uwfttech@uw.edu, and you will be sent a list
 - Decide which employee will be designated as the new custodian of each piece of equipment assigned to the separating employee
 - Determine if any equipment will have changed location due to the custodial change
 - For each piece of equipment assigned to the separating employee, email the following information to FSEQUIP@UW.EDU
 - Inventory Tag#
 - First and last names of new custodian
 - Any revised locations (building name and room#)
 - Any other revisions to that equipment's record, if required
- Remove access to communications – go to <https://itconnect.uw.edu/connect-to-uw-network-resources-from-off-campus-with-husky-onnet-3/> for items listed below
 - Transfer or cancel voice mail, obtain voice mail password _____
 - Return and cancel all electronic user accounts

Email

Discuss how the separating employee's email will be handled. There are two options, both of which require the employee to take action from their account

- The separating employee can either set up an auto-reply email message to let others know they have separated or forward their account to another employee
 - For instructions on setting up auto-reply messages, go to <https://itconnect.uw.edu/guides-by-topic/email-calendaring/email/>
 - To forward your email account to another employee or supervisor, go to <https://uwnetid.washington.edu/manage/?forward>

Computer Access

- Determine location of computer and paper files; if necessary, move office files to a shared drive
- Obtain employee computer password(s)
- Work with the employee to transfer meeting room calendar holds in Outlook (especially recurring requests). The employee should capture all meeting dates, titles, attendee lists, etc. before deleting the meetings and then provide that information in case the meeting or series needs to be passed on to another employee to re-inviting meeting attendees to a new request

- Ensure that all electronic files are reviewed for retention in accordance with the department's records retention schedule
- Send an email to help@uw.edu to remove/delete access to network directories, shared email accounts, Drupal access, report manager.

Procurement Card, Travel VISA, OASIS access and other reconciler account access

- Please notify UW Facilities Business Office to cancel accounts

Discontinue records retrieval authorization (UW Records Management Office)

- Send an email to urc@uw.edu

Review and close department personnel file

- Retain as instructed in UW Records Retention Schedule. For more information, go to <https://finance.uw.edu/recmgt/>