

SUPERVISOR

Exiting Employee Process

Not all items will be applicable. Please check with inter-department processes also.

1. Employee provides written notice of resignation or retirement to supervisor.
2. Supervisor accepts resignation/retirement with a written acknowledgement and forwards the resignation and acceptance documents to Kathy Mather in ASU immediately upon receipt.
3. Kathy Mather sends an Exit Interview document to departing employee as soon as notice of departure is received in ASU.
4. Keys, work computer, work cell phones or other university property should be turned into supervisor or department designee prior to final departure.
5. Employees with a FOB for HRS or SFS should return device to the Service Center.
6. Employees with a procurement card should follow the procedures outlined in <http://www.bussvc.wisc.edu/acct/purchcd/siteman.html#cancel>
7. Supervisors or designee should notify Risk Management if employee has driver authorization. See instructions at: http://www.bussvc.wisc.edu/risk_mgt/drivetable.html
8. Employees who will no longer use a parking permit must complete the [Parking Assignment Cancellation form](#) and turn in the form and parking permit to Transportation Services.
9. Prior to leaving for the last day:
 - Employee should enter an out of office message for email and phone calls which states they are no longer employed by the university and provide new telephone/e-mail contact information.
 - Supervisor or designee should e-mail appropriate parties requesting exiting employees be removed from mailing lists and/or list serves.
 - Supervisor or designee and the exiting employee should move files from the exiting employee's personal folders into the home directory drive or appropriately designated.
 - Supervisor/designee or exiting employee can the Helpdesk set an auto-forward rule to forward all of the employee's e-mail to supervisor or designee. This can be done in Outlook by going to Tools, Options, Delegates.

Supervisor should have a LAN form completed and provided to the Helpdesk who will disable the exiting employee's network account.

10. Voice Mail

- The exiting employee should clear all voicemail messages stored and record a message with forward information for caller.