

FAQ

Do I return my Wiscard when I leave?

No – you would keep your Wiscard. Even though you are leaving your current appointment, if you ever work for the UW again, or you are transferring to another department on campus, that is a unique ID. The ID can be reused for future appointments and is not reprinted for you. If you turn the card in or throw it away and get another appointment on campus in the future, the Wiscard office will charge you to print another card.

What happens to my accumulated time when I leave my appointment?

Please contact your payroll coordinator for the answer to this question. Depending on your appointment type, probation period, and other factors (E.G going somewhere else on campus or leaving the UW altogether) there is not a standard answer to this question.

Will I still have access to my Wisemail after my appointment ends?

Faculty, staff, and student employees will retain access to the My-UW Madison portal for 24 months beyond their appointment termination date such that the final on-line pay statement will be available through the work records tab.

When will I receive my final paycheck?

Provided all your terminations have processed correctly, you will receive your last paycheck on the regular pay schedule.

What if something is wrong with my final check? Who should I talk to?

If you think you have a problem with your last check, please talk to your payroll coordinator and she will work with you to fix the problem or explain what happened to your check.

How will I get my W-2 paperwork?

Your W-2 paperwork will be mailed to you at the address that is listed on your final check. If your address changes after you leave employment with the UW, you will need to update your address in the system. To do so, please see the instructions found here: <http://www.bussvc.wisc.edu/ecbs/pay-address-change-contact-info.html>.

What happens to my benefits when I leave the UW?

To understand the implications on your benefits when leaving the UW, please visit <http://www.bussvc.wisc.edu/ecbs/bng-benefits-at-termination-uw1031.pdf>. If you cannot find the answer to your question, you can also email the benefits group at benefits@ohr.wisc.edu or call a benefits specialist at 608-262-5650. You can also schedule an appointment with a benefits representative by using either contact method.

What should I do with my parking pass if I took another job at the UW and still need parking?

For more specific questions about parking please contact transportation services at 608-263-6666 or by calling the appropriate individual listed on this website:

http://transportation.wisc.edu/home/contact_staff.aspx. If you are switching to a different lot, you need to get on a waiting list for that lot before your parking will automatically be reassigned to a new lot.

What do I do with my parking pass if I no longer need it?

You need to work with the transportation services office to turn in your pass if you are no longer going to be parking on campus. Until your parking permit is physically turned in, you will be charged for the permit. For more specific questions about parking, or if you had other payment methods, please contact transportation services at 608-263-6666 or by calling the appropriate individual listed on this website:

http://transportation.wisc.edu/home/contact_staff.aspx.

What happens if I do not turn in my parking permit?

Until you physically turn in your parking permit, you will continue to be charged the monthly fee, even if you no longer receive a paycheck from the University. You will receive a bill from transportation services that you owe for parking. Your parking pass will show delinquent until the balance is paid and transportation services will work to recover the amount that you owe.

What should I do with my phone?

Before you leave, work with your supervisor on who your calls should be directed to. Please change your message indicating that you are no longer working here and leave a name and phone number for your calls to be directed to. Your message should be an extended out of office message so that voicemails cannot be left on your phone.

What should I do with my email?

If you have emails that you receive that you think should be redirected to someone, please notify your supervisor. If there are no emails that you believe should be redirected your email will be shut off after your last day and emails to your email address will fail.