**TERMINATION CHECKLIST**

**PROCEDURE DETAILS**
*For detailed instructions, please see the appropriate procedure found at:*


**FORMS COMPLETED BY THE EMPLOYEE**
- □ Letter of Resignation

**FORMS COMPLETED BY THE DIVISION**
- □ Acknowledgement of resignation
- □ Coordinate with Divisional Absence Management Rep on any leave balance pay out, or overpayment return, for Unclassified employees

**HRS SPECIFIC FORMS COMPLETED BY THE DIVISION**
- □ Staff Hire & Job Change Form
  - o Employee Name
  - o Empl ID
  - o Empl Rcd #
  - o Business Unit-UWMIL
  - o Department
  - o Effective Date
  - o Action (select Termination)
  - o Reason (select appropriate reason)
- □ Additional Pay Form (if lump sum job/payment)
  - o A revised form should be submitted to ensure that future payments are not processed
- □ Work Schedule and Approver Form
  - o If the employee oversaw any Student or Classified employees, you must submit this form for the employees that the supervisor oversaw to change the approvers.

**NOTE**
A termination should only be processed for employees (any category) who are leaving the UW system (as opposed to transferring to another UW.)

**ACTION FOLLOWING FORM COMPLETION**
Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

**CONTACT FOR HELP**
Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing [client group contacts](#). When in doubt, use [hr-contact@uwm.edu](mailto:hr-contact@uwm.edu).