|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |       | **Separation Date:** |       |
| **Position:** |       | **Department:** |       |

**Please complete and return this form to Human Resources.**

|  |  |  |
| --- | --- | --- |
| **✓** | **TASK** *(if applicable)* | **RESOURCES / LINKS** |
| **[ ]**  | Obtain & accept resignation letter  | *\* Can be hand written or via email* |
| **[ ]**  | Submit Resignation Notice to Human Resources  | [HR Contacts](http://www.winona.edu/hr/hrcontacts.asp)*\* HR will follow up with letter for them address changes, W-2, state property, benefits, and eligibility for payouts.* |
| **[ ]**  | Notify team and appropriate stakeholders of employee departure |  |
| **[ ]**  | Arrange meeting with employee to get updates on projects that are in progress and create plan for knowledge transfer. May use this time to attain feedback on position description accuracy.  |  |
| **[ ]**  | Ensure state property is returned to the appropriate department. This includes all items purchased with University funds (books, software, office items, computer peripherals, phones, etc).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item:** | **Return to:** | **Contact:** |
| **[ ]**  | Cell Phone | Supervisor |  |
| **[ ]**  | Credit Card | Business Office - Somsen 106 | 507.457.2568 or purchasing@winona.edu |
| **[ ]**  | Department Copy Card | Campus Card - Maxwell 227 | 507.457.2480 or campuscard@winona.edu |
| **[ ]**  | ID Card / Purple Pass | Campus Card - Maxwell 227 | 507.457.2480 or campuscard@winona.edu |
| **[ ]**  | Keys | Facilities Main Office | 507.457.5045 or facilities@winona.edu |
| **[ ]**  | Laptop and/or Tablet | IT - Somsen 207 | 507.457.5240 or asktech@winona.edu |
| **[ ]**  | Library Materials | Library | 507.457.5140 or library@winona.edu |
| **[ ]**  | Parking Permit | Parking Services - Maxwell 233 | 507.457.2371 or parking@winona.edu |
| **[ ]**  | Software | IT- Somsen 207 | 507.457.5240 or asktech@winona.edu |

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| **[ ]**  | Notify IT for phone routing changes | 507.457.5240 or asktech@winona.edu |
| **[ ]**  | Notify IT for removal from email listings and other computer access | 507.457.5240 or asktech@winona.edu |
| **[ ]**  | Ensure final expenses are submitted |  |
| **[ ]**  | Ensure final timesheet is submitted | [eTimesheet](https://webproc.mnscu.edu/employee/public/secure/main/#/institutions/0074/person)  |
| **[ ]**  | Ensure personal property is removed |  |
| **[ ]**  | Order signage, *if needed* | [Sign and Signage Insert Order Form](http://www.winona.edu/facilities/signage.asp) |
| **[ ]**  | Update Department Website  | If your site is not self-managed then submit a [Web Request Form](http://www.winona.edu/webcom/) to Web Communications |

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Supervisor Signature Date