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

|  |  |
| --- | --- |
| **✓** | **TASK** *(if applicable)* |
| **[ ]**  | Obtain Resignation Letter *(\*Can be handwritten or via email)* |
| **[ ]**  | Forward Resignation Letter to [Human Resources](http://www.winona.edu/hr/hrcontacts.asp)   *\* HR will provide them with an informational letter on address changes, their W-2, state property, benefits, and 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 necessary information and 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 | Winona - Facilities Rochester – Physical Plant | 507.457.5045 or facilities@winona.edu |
| **[ ]**  | Laptop and/or Tablet and/or software | Winona – IT Somsen 207 Rochester – IT GL118 | 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 |

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| **[ ]**  | Notify IT for phone routing changes, removal from email listings and other computer access changes. |
| **[ ]**  | Ensure final expenses are submitted to [Business Office](https://www.winona.edu/businessoffice/) |
| **[ ]**  | Ensure [eTimesheet](https://webproc.mnscu.edu/employee/public/secure/main/#/institutions/0074/person) is submitted prior to their last day |
| **[ ]**  | Ensure personal property is removed |
| **[ ]**  | Order updated signage, *if needed via the* [Sign and Signage Insert Order Form](http://www.winona.edu/facilities/signage.asp) |
| **[ ]**  | Update Department Website by submitting a [Web Request Form](http://www.winona.edu/webcom/) to Web Communications |
| **[ ]**  | Determine if the employee has created university/dept/club social media accounts with their personal credentials. If this has occurred contact University Marketing and Communications at 507.457.5025 |

**Submit completed forms to Human Resources, Somsen 114**