



Please use the following checklist to ensure you have a smooth separation of employment.

Employee Name: _____ myWSU ID: _____

Supervisor Name: _____ Last Day: _____

Department Name: _____

BEFORE YOU SEPARATE:

ACTION	DATE COMPLETED
Provide a Letter of resignation to your leader that includes the last day you will work.	
Make a plan to return all University &/ or ICAA Property such as: <ul style="list-style-type: none">• Computer and/or software (MiFi hotspot), monitor(s), surface, scanner, iPad, flash drives, thumb drives, external hard drives, office equipment, etc.• Keys• University issued cell/mobile device.• University issued corporate card (i.e., VISA, P-CARD) – notify financial operations to deactivate card.• State/Department cards or badges (Shocker ID card)• Records, supplies, and files (books, manuals, etc.)• Other equipment, tools, uniforms	
Discuss with your leader any active or ongoing projects that will need to be monitored and/or transitioned.	
Identify for your leader if there are responsibilities that are transitioned to a designated employee that require system access, point of contact for internal to WSU/ICAA or with outside vendors or a department representative (committees, etc.)	
Review your current address in self-service portal and make any changes if needed. This is important for your next W2. If you change addresses after you separate, email HR.ServiceCenter@wichita.edu to request to update your address so your W2 is sent to the correct address.	
Complete a change of address form with the US Post Office to forward personal mail you are receiving at the University to go to your personal address.	
Change the email address to any personal accounts or services that may be sending notifications to your WSU email address (FSA, HSA, LinkedIn, etc.). Access to your email ends on the last day of your employment.	
Remove all personal belongings from work areas, refrigerator, common work and storage areas.	
If you have been notified by the University that your emails and/or equipment is subject to a legal hold, do not purge physical, electronic files, or emails. This must be retained. Notify your leader that your equipment and files/emails are subject to a litigation hold.	
For employment reference, contact the Work Number at 1-800-367-5690 with employer code (WSU – 18113 ICAA – 20105) or www.theworknumber.com .	
Email totalrewards@wichita.edu if you have questions about your benefits ending or changing (such as: insurance ending, conversion of life insurance, COBRA provisions, shared leave donation form, voluntary or mandatory retirement, etc.)	