



**UW-La Crosse Human Resources Checklist & Inventory for:**

Separating Employee Name: \_\_\_\_\_

Separating Employee ID#: \_\_\_\_\_

Separation Date: \_\_\_\_\_

Department: \_\_\_\_\_

Chair/Supervisor Name: \_\_\_\_\_

**Supervisor: Employee Exit Checklist**

The University of Wisconsin-La Crosse Office of Human Resources is committed to serving our campus stakeholders in a manner that prepares them for their future endeavors. This checklist and inventory are to help guide the conversations of Human Resource Partners with a separating employee's supervisor.

When HR learns of an employee's separation, within 24 hours, HR will contact the separating employee's supervisor.

- Determine what support/needs chair or supervisor desires regarding their employee's separation.
- Confirm that a resignation letter has been submitted.
- If impending separation is known in advance of resignation letter submittal, the university *may* consider a counteroffer depending on position, employee skillset, performance, etc.
- Assess the needs of the department/work unit. Is there a desire to fill vacant position? (If yes, review the "Recruitment Checklist & Inventory")
- Assess if there are any outstanding employee relations issues with the separating employee that HR should be aware.
- Work with HR Analyst to ensure they are aware of separation and have a ticket to provide the final pay advice.
- Determine how the supervisor will ensure all outstanding issues/work related activities will be closed out by separating employee.
- Assess whether the supervisor should consider the development of Standard Operating Procedures (SOPs) prior to the employee's separation which could be used to help augment work operations while searching for a replacement or to carry on mission-critical services in the absence of the employee.
- Review the [Employee Separation Checklist](#) with the supervisor.
- If the employee is retiring, let the chair/supervisor know of ETF's 75 cooling off period.
- If the employee is retiring, determine if the employee is eligible for emeritus status.



Ascertain is the separating employee has outstanding payments that need payment, e.g. overloads, etc.

**Human Resource Partner Follow-up:**

- Follow-up 5 days prior to employee's separation
- Follow-up 1 day prior to employee's separation
- Follow-up 2 days *after* employee's separation

Additional notes:

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HR Partner Sign Off: \_\_\_\_\_

Date: \_\_\_\_\_

***\*This document should be placed in the employee's electronic/p-file upon completion.***