To ensure the smoothest transition between UW departments, please work with the employee and the new department to coordinate changes in access and permissions to different UW systems, budgets, etc.

**EMPLOYEE ACTION**

**DONE N/A**

- [ ] Submit letter of resignation to department.
- [ ] Provide supervisor with passwords to any departmental files and voice mail.
- [ ] Update voice mail message to notify callers of your transfer/departure and a number to call for assistance.
- [ ] Verify accuracy of leave record in Workday.
- [ ] Turn in departmental keys.
- [ ] Transfer departmental shared NetIDs, Catalyst surveys, etc. to supervisor or designee.
- [ ] Review information for records management off boarding: [https://finance.uw.edu/recmgt/Offboarding](https://finance.uw.edu/recmgt/Offboarding)

**If transferring to UW Seattle:**

- [ ] Schedule Exit Interview with UWT HR (optional)
- [ ] Turn in keys and access card to Campus Safety

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**DEPARTMENT ACTION**

**DONE N/A**

- [ ] Send the employee’s original letter of resignation to the UWT HR Office (Box 358431).
- [ ] Complete review and reconciliation of employee’s leave record in Workday.
- [ ] Notify UWT IT of the transfer by emailing tachelp@uw.edu.
- [ ] Obtain employee’s passwords for departmental files and voicemail.
- [ ] Remove employee from Faculty/Staff Directory.
- [ ] Collect keys and other department-specific items
- [ ] Coordinate changes in access or budget to be charged:
  - [ ] Entrust Token, ASTRA access, MyFinancial Desktop (contact UWT Fiscal Services)
  - [ ] Pro-card (contact UWT Fiscal Services)
  - [ ] Travel Card (contact UWT Fiscal Services)
  - [ ] Website permissions (email tachelp@uw.edu)
  - [ ] Records retrieval authorization (UW Records Management Office): email urc@u.washington.edu.
  - [ ] Other: ____________________________

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Send completed form to UWT HR, Box 358431