



Office Move/Staff Change Checklist for Supervisors & Staff

When an employee makes a change to their status – including moving offices within a building or moving to a new building – the change affects the employee’s parking, building keys/access, email lists, mail services, HR records, and staff directories (both internal and external).

Supervisors are encouraged to use this checklist when employees are making changes.

Note: For new and departing employees, use these links to assist you in those employment transitions:

- [Onboarding](#)
- [Offboarding](#)

Return/Transfer of UW System Administration Property

- **Parking Permit**
 - **Employee** returns parking permit as follows:
 - Hotel Ramp permit: Return to [Frederic Endres](#), 780 Regent Street, 608-263-4401
 - UW-Madison Base Lot/Ramp or Garage/Flex Program/Shuttle: Employee completes the online [Parking Cancellation Form](#) and returns their parking permit, with the cancellation form, to UW-Madison Transportation Services. Keep copies of permit and cancellation form.
 - 660 W. Washington Ave.: Return to [Amy Bayer](#), 660 W. Washington Ave., 608-262-6217
 - Van Hise Hall: Employee completes the online [Parking Cancellation Form](#) and returns their parking permit, with the cancellation form, to UW-Madison Transportation Services. Keep copies of permit and cancellation form.
- **Building Access** (Keys and Key Fobs)
 - **Employee/Supervisor** should return keys and key fobs to the designated building manager:
 - [Brenda Joyce](#), 1752 Van Hise Hall, 608-263-5512
 - [Frederic Endres](#), 780 Regent Street, 608-263-4401
 - [Amy Bayer](#), 660 W. Washington Avenue, 608-262-6217
 - **Do not** transfer keys or key fobs without contacting one of the above building managers.
 - If the employee is moving outside of Van Hise Hall but still needs access to the building, email [Brenda Joyce](#); include the Wiscard number for the employee in the email request.
- **Computers, cell phones, or other electronic UWSA property**
 - **Employee** returns electronic property to supervisor or to Help Desk at 780 Regent Street if they are getting new/different equipment due to a job change.
 - **Supervisor** advises employee to uninstall all UW System licensed software on their home PC if this access will no longer be needed. Returns all IT equipment to Help Desk at 780 Regent Street.

- **UW Purchasing Card**
 - **Employee** returns to supervisor if that access is no longer needed.
 - **Supervisor** cuts card in two and returns to the UWSA Purchasing Card Administrator in Financial Administration.
 - Direct questions to Accounts Payable at 608-263-6973.

Report Directory Changes

- **Supervisor** reports change to [Jennifer Moore](#) to make directory changes to internal directories.
- **Supervisor** reports change to uwshr@uwsa.edu to update the [Directory Search on UW-Madison's website](#), which includes UWSA employees. This will also populate the change into the employee's record in the Human Resources System.

Report Email List Changes

- **Employee/Supervisor** should review any email lists that include the employee and make the change request with the individual(s) managing those lists.
- Contact the [Help Desk](#) for additional assistance.

Electronic Files/Email/Voicemail Procedures

If the employee is moving outside of your department, prior to the move:

- Electronic files – **Supervisor** advises employee to move files to an accessible location. Anything that is not their personal file is public record and should be accessible.
- Email – **Supervisor** informs employee how they should manage their email files as well as incoming emails after they have left. Contact the [Help Desk](#) for additional assistance. Options include:
 - Grant another employee access to the email.
 - Establish automatic forwarding to another employee.
 - Establish an automatic reply with a notification of who should be contacted instead of the former employee.
- Voicemail – **Employee** changes voicemail access and/or message.

If the employee is moving to another office within the same location:

- **Employee** contacts the [Help Desk](#) to assist with moving and reconnecting hardware.
- **Employee** contacts their building manager if assistance is needed with the move (desk, files, etc.) or if furniture/equipment needs to be transported to [SWAP](#). (Refer to building manager list on p. 1).

If the employee will remain part of your department but will now work remotely:

- Identify if the phone number assigned will need to be forwarded to the employee.
- Does the employee have Jabber set up on their laptop? Do they have a Jabber headset? Contact the [Help Desk](#) for additional assistance.