

# End of Employment Guide for Probationary, Fixed-Term, Intermittent, and Nonpermanent Positions

## When UW Employment Ends

We know it is not easy to lose a job. It's especially difficult when the news of your position's elimination is unexpected. The following information provides answers to common questions about time off, benefits, how to file for unemployment insurance, career transition and job search resources, and mental health and financial counseling for employees whose positions are eliminated.

## Accrued Time Off

The University will pay you for unused compensatory time off and holiday credit time off, if applicable to your position. Depending on payroll cutoff dates and when your last day of employment is, you will receive payment after your department validates your time off balances and ends your position. The University pays out unused vacation time off for employees who have completed six months of service.

<b>If you are:</b>	<b>You will be paid:</b>
Classified staff	All unused vacation time off hours
Represented civil service exempt staff	Refer to your collective bargaining agreement
Professional Staff	Up to a maximum of 280 hours

Sick time off is not paid out. However, if you return to state employment within five years, your sick time off balance at the time of separation will be restored.

## Benefits

Employees can contact the Benefits Office with benefits-related questions by calling 206-543-4444 or via email to [benefits@uw.edu](mailto:benefits@uw.edu).

## Automatic payroll deductions

Your benefits deductions will automatically end with your last paycheck. Log in to Workday (click on the Pay icon) to determine your current payroll deductions. Be sure to check both the 10th and 25th payroll deposits. If you have automatic payroll deductions for loans, insurance, or savings plans, you will need to contact the appropriate entities to make alternative arrangements.

Combined Fund Drive Deductions: Combined Fund Drive contributions will automatically end with your last paycheck. If you want to end contributions early, email the UW CFD office at [uwcfid@uw.edu](mailto:uwcfid@uw.edu).

## Transportation

It is your responsibility to contact the office where you made parking arrangements to have your payroll deduction stopped.

### Transportation Services Office:

206-221-3701 | [ucommute@uw.edu](mailto:ucommute@uw.edu) | Box 355360 | 1320 NE Campus Pkwy, Seattle, WA 98105 Office Hours: Monday–Friday, 7:30 a.m.–5:00 p.m.

## Harborview Employees

If you are a Harborview employee, you must return your U-PASS, parking hangtag, ID badge, and swipe card to the Harborview Parking Office located at 8EH-71, phone: 206-744-3254.

## UW technology

You will continue to have access to Workday by logging in with your UW NetID and password. If you have a UWHIRES profile, it will be saved automatically. Access it by logging in as an external candidate from [www.washington.edu/jobs](http://www.washington.edu/jobs).

## Filing for unemployment

You may be eligible for unemployment compensation. The Washington State Employment Security Department makes the determination based on your past earnings, employment status, and the percent that your position is being reduced. Learn more online or by phone.

Apply for benefits through the Employment Security Department online, by phone, or in person on your last day of employment.

- Visit <https://esd.wa.gov/unemployment> (24 hours a day)
- Call (800)-318-6022 (Monday through Friday, 8 a.m. to 4 p.m.)
- Visit the ESD's [language help page](#) for help in other languages

You will need to have the following information ready when applying for unemployment:

- Social security number or alien registration number, if you are not a U.S. citizen
- Name and address of your last employer and final date of employment
- Names, addresses, and dates worked for any other employers during the last two years
- Name and local number of your union (if applicable)
- If you were in the military in the last two years, your DD-214, any member copy 2 through 8

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Sponsoring unit: UWHR

Contact: [hr.uw.edu/contact-us](http://hr.uw.edu/contact-us)

## On-site childcare

If you have a child enrolled at one of the UW's on-site childcare centers, they may remain enrolled for up to 30 days after your employment end date. Please notify the childcare center directly of your situation. For assistance in finding new childcare arrangements, contact [worklife@uw.edu](mailto:worklife@uw.edu). You are eligible to use the childcare services through WA EAP for up to 30 days after your employment end date.

## Preparing for your next job

[Professional and Continuing Education](#) offers tips on résumé writing, cover letters, and preparing for interviews.

[Professional and Organizational Development \(POD\)](#) offers career tools and services that may assist you in thinking of your next growth opportunity.

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