



## Exiting Employees (Not applicable to retirees)

Once you are no longer an employee or you lose access to important documents on the Employee Self Service (ESS) site, you must prepare for your separation from the University. Please be sure to print necessary documents such as pay stubs and W-2s as access to Employee Self Service ends at your separation date.

### Before your last day of employment:

- It is very important that you update your addresses (home and mailing) and contact information (phone number, email address, etc.) in ESS prior to your last day so that important information can be forwarded to you.
- Be sure to access ESS and print all relevant documents such as pay stubs and past W-2s.

**After your last day of employment:** Requesting documents requires a "Payroll Request for Documents Form" which can be found online at [Payroll Forms | Payroll and Disbursements | Western Michigan University](#) and submitting to Payroll for processing.

- Pay stubs – email a completed "Payroll Request for Documents Form" to [payroll-dept@wmich.edu](mailto:payroll-dept@wmich.edu). The pay stub will be forwarded to you by your preferred method (mail or email).
- Leave balances – will be reported on your last pay stub. Email a completed "Payroll Request for Documents Form" to [payroll-dept@wmich.edu](mailto:payroll-dept@wmich.edu). The pay stub will be forwarded to you by your preferred method (mail or email).
- W-2 Wage and Tax Statement – this will automatically be forwarded to the home address in ESS (as of the last day of employment) in January of the following calendar year.
- Benefit data – email [hr-business@wmich.edu](mailto:hr-business@wmich.edu) with your questions or requests that relate to insurance, retirement plans, leave payouts, special pays, etc.