



WSU Tree Fruit Research and Extension Center

EMPLOYEE DEPARTURE CHECKLIST

DARLA EWALD

EMPLOYEE NAME	EFFECTIVE DATE	WSU ID	SUPERVISOR
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Completed by the Office Manager.

- Resignation letter received and sent to Dean. Approval/acceptance from Dean. **VISA??** Letter to IP
- Transfer or termination entered in WD (If transferring within WSU, new depart completes action.)
- Leave CA active 45 days for any leave payout (if appl)/benefit expenses**
- Time/Leave Reports *originals* prior to WD sent to HRS or the new department.
- Remove from internal lists (email groups, appt tracking)
- Close position in WD OR email to CFAP about intentions to refill or close position
- Provide Checklist to Megan.
- Departure checklist routed and signed.

Completed by the Supervisor

- All University records transferred to the employee's successor or the supervisor.
- University equipment returned (tools, computer equip, portable electronic devices, reference materials, software)
- All research data obtained, including research log books.

To be completed by INDIVIDUAL leaving.

- Submit signed resignation letter to Center F&O Manager; cc: supervisor and Office Manager. (if applicable)
- Schedule departure meeting with HR Partner BEFORE your last day (Darla Ewald - dewald@wsu.edu)
- Return any WSU associate payment cards: Purchasing Card (Stop any reoccurring payments on pcards); travel corporate card, Wex fuel card
- Create out-of-office message on WSU email indicating that you have left the University. Want to retain your WSU email? Ask your supervisor to contact HRS and crimsonservicedesk@wsu.edu.
- Name and address updated by employee in Workday (view profile - contact); W-2s CANNOT be mailed to foreign addresses.
- Enter and submit final time and/or leave in Workday.
- Ensure all expense reports are submitted AND fully approved.
- Complete remaining tasks in Workday inbox  
- Return key(s) and electronic keys to offices and buildings.
- Office, laboratory, locker space left clean and all personal items removed.
- Return all University property (tools, computer equipment, portable electronic devices, reference materials, software; PPE)
- Provide personal e-mail.
- Complete *optional* exit survey in Workday or request paper copy by emailing hrrs@wsu.edu. (optional-received via email within a month after departure)
- Arrange for *optional* exit interview with F&O Manager.

Note: Complete applicable items on Page 2 for a PI departure or if you are in TFREC housing.

The applicable items above have been completed and/or have been reviewed with the employee:

SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE
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EMPLOYEE NAME	EFFECTIVE DATE	WSU ID	SUPERVISOR
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Principal Investigator Departure Checklist Addendum (if applicable)

- Grants transferred to new employer or change of WSU PI completed. OGRD Guideline #3; IACUC Resources
- Disposition of contracts and/or subcontracts completed. OGRD Guidelines; IACUC Resources
- E-mail and calendar accounts cancelled.
- Outstanding invoices reviewed with Sponsored Programs Services.
- Laboratory areas properly cleared and closed and safety issues resolved.
- Disposition of biological materials completed
- Disposition of hazardous materials completed
- Transfer of technology completed.
- Permission to conduct research with human subjects group transferred to employee's successor. Institutional Review Board

The applicable items above have been completed and/or have been reviewed with the employee:

SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE
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ONSITE HOUSING CHECKLIST

To be completed by individuals moving from onsite housing (if applicable)

- Complete walk through of housing unit with Facilities Manager.
- Sign forms for damage deposit refund (if applicable).
- Return key(s).
- Pay any outstanding rent.