

Separation Checklist

College of Engineering and Computer Science

The following checklist is provided as a reminder of issues that may need to be addressed when someone terminates his/her WSU employment (by resignation, involuntary termination, retirement, or reaching appointment end date) or otherwise separates from a department (by transfer, layoff, extended leave of absence, or graduation).

Name: _____ UID: _____ Department: _____

Reason (Please check appropriate box.)					
<input type="checkbox"/>	Resignation	<input type="checkbox"/>	Reduction in Force		
<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Involuntary Termination		
<input type="checkbox"/>	End of Appointment/Special Contract	<input type="checkbox"/>	Other _____		
Actions (Please check appropriate boxes. Responsible party should initial and date in appropriate column when action has been completed.)					
	Completed	N/A		Responsible Party	Completed By (initial & date)
1.	<input type="checkbox"/>	<input type="checkbox"/>	Submit letter of intent to separate to Supervisor	Employee	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Forward a Sick Leave/Vacation Summary Form to the appropriate representative in the Department of Human Resources prior to the termination date, outlining sick and vacation hours used by that employee during the last month or partial month of service (ref. Wright Way Policy 4201.3).	Supervisor	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Terminate Russ/Joshi Swipe Card Access	Doug Supp	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in keys (building, office, desk, files, etc.)	Key Shop	
5.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in personal Wright 1 Card	Wright 1 Office	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in departmental Wright 1 Card/copy card	Tom Bazzoli	
7.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in procurement cards and related receipts	Tom Bazzoli	
8.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in parking permit	Parking Services	
9.	<input type="checkbox"/>	<input type="checkbox"/>	Inventory computers/laptops/palm pilots or other peripheral equipment (e.g. printers, cameras) including software. (list items on separate page)	Department	
10.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in cellular phones/pagers	Tom Bazzoli	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Turn in University provided gear/tools/instruments/job accessories	Department	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Relay (transfer, copy, etc.) any departmental or University data files, electronic documents and records, etc., stored on your office computer or in your personal server files spaces.	Mike VanHorn	
13.	<input type="checkbox"/>	<input type="checkbox"/>	Any fines or fees that may be owed to the University must be paid. These obligations include, but are not limited to, library fees and borrowed books and parking fines.	Library Parking Services	
14.	<input type="checkbox"/>	<input type="checkbox"/>	Upon retirement, contact CaTS Help Desk to retain University email account, if desired.	CaTS	

Please sign verifying all appropriate actions above have been completed:

Employee _____ Date _____

Supervisor _____ Date _____

Business Manager _____ Date _____