

# DEPARTURE CHECKLIST

WASHINGTON STATE UNIVERSITY

Completed by the employing department for an individual leaving the department (Part A only), or University employment (Parts A and B).  
**NOTE: The department must complete Parts A, B, and C for a principal investigator leaving University employment.**

EMPLOYEE NAME	WSU ID NUMBER	EFFECTIVE DATE
TITLE	DEPARTMENT	SUPERVISOR

**PART A. Complete Part A for an individual leaving the department or University employment.\* \*\* See BPPM 60.74.**

Enter date completed

	Personnel action completed and routed. (If transferring within WSU, new department completes personnel action.) BPPM 60.25
	Time/Leave Reports sent to HRS or the new department. (See BPPM 60.60, 60.62, or 60.63 for instructions.)
	HRS notified of new departmental contact for verifying I-9s, PERMS, and/or OPDRS transactions. BPPM 60.04, 60.25, 60.02
	Name removed from University department bank accounts. BPPM 30.65
	Purchasing card issued to authorized employee cancelled. BPPM 70.08
	Cash advances returned and reconciled. BPPM 40.21
	Name removed from department till or petty cash fund. BPPM 30.50, 30.51
	Toll call authorization removed and calling cards returned. BPPM 85.41
	Expenditure authority removed. BPPM 70.02
	Appointing authority removed. BPPM 60.10
	Authorization to approve travel removed. BPPM 95.01, 95.05
	Authorization to approve contracts removed. BPPM 10.10
	Department personal computer (PC) access removed. For Windows PCs, notify department ITS staff to remove employee's Network ID from authorization groups that grant access to departmental resources. For Macintosh PCs, update PC passwords to discontinue employee's access.
	Passwords for departmental network and systems access updated.
	Any associated department websites updated.
	Name removed from telephone listings in ITS and department. (If transferring within WSU, update telephone listings.)
	Authorization to access data warehouses, RONet, and/or enterprise systems (e.g., myWSU, AIS) cancelled. BPPM 60.74, 85.33, 85.37
	Keys and key cards to offices and buildings returned. BPPM 50.25
	All University records transferred to the employee's successor or the department records coordinator. BPPM 90.01
	Records which are subject to litigation holds and open public record requests located and secured by department. BPPM 90.12, 90.05
	University equipment returned, e.g., tools, computer equipment, portable electronic devices, reference materials, software.
	Office, laboratory, locker space left clean and all personal items removed.
	All research data obtained, including research log books. BPPM 40.35
	Departure Notice completed and routed. BPPM 60.38
	Termination bioassay received for radiation users. SPPM 9.30
	Radiation monitoring badge returned. SPPM 9.30
	Final surveillance completed for those working with chemical carcinogens.

Continue on the next page if either of the following are applicable:

\*For an individual leaving University employment, complete the applicable items in Part B (and Part A).

\*\*For a principal investigator (PI) leaving University employment, complete the applicable items in Parts B and C (and Part A).

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	WSU ID NUMBER	EFFECTIVE DATE
TITLE	DEPARTMENT	SUPERVISOR

**PART B. Complete Part B (and Part A) for an individual leaving University employment.\* See BPPM 60.74.**

Enter date completed	
	Automatic payroll deductions stopped by employee (or are withheld from remaining paycheck). BPPM 55.49
	Committees and boards notified.
	Employee referred to WA Employment Security Dept. website for unemployment benefits information: <a href="https://esd.wa.gov/">https://esd.wa.gov/</a> .
	Travel corporate card returned. BPPM 95.03
	UNIX accounts cancelled. BPPM 85.37
	E-mail and calendar accounts cancelled.
	Status for CougarCard updated. BPPM 10.08
	Parking permit returned. (If applicable, garage access card returned with parking permit.)
	Name and address file updated by employee. (See My Profile at myWSU website: <a href="http://my.wsu.edu/">http://my.wsu.edu/</a> .) BPPM 90.70
	Forwarding address and personal e-mail obtained.

**\*NOTE: Complete the applicable items in Part C below for a principal investigator (PI) leaving University employment.**

**Principal Investigator Departure Checklist Addendum**

**PART C. Complete Part C (and Parts A and B above) for a principal investigator (PI) leaving University employment. See BPPM 60.74.**

Enter date completed	
	Grants transferred to new employer or change of WSU PI completed. ORSO Guideline #3; IACUC Resources
	Disposition of contracts and/or subcontracts completed. ORSO Guidelines; IACUC Resources
	Outstanding invoices reviewed with Sponsored Programs Services. BPPM 30.07, 40.01, 40.04
	Laboratory areas properly cleared and closed and safety issues resolved. BPPM 60.38; SPPM 4.24, 4.25, 4.26
	Disposition of equipment completed. ORSO Guidelines; IACUC Resources; BPPM 20.76, 20.78, 40.16
	Disposition of animals completed. IACUC Policy #5
	Disposition of biological materials completed. SPPM 4.24, 5.40; Office of Research Assurances--Biosafety
	Transfer or disposal of radioactive materials completed. SPPM 9.50, 9.60, 9.70
	Disposal of chemical wastes completed. SPPM 5.66
	Disposition of hazardous materials completed. SPPM 5.40, 5.66; BPPM 20.77
	Transfer of technology completed. Executive Policy #27; Faculty Manual Section IV; Executive Policy #8 (if software developed)
	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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