**Front Office Checklist**

**Employee Departure**

***When a faculty member informs you that a graduate student, post-doc, or employee will be leaving NWREC please ensure the following steps are taken:***

**Robin Miller or Charity Johnson:**

Alert Personnel Admin Support Team ([finance.cmp@wsu.edu](mailto:finance.cmp@wsu.edu)) and Director and GA Farm and Facilities Staff of employee or student departure.

Provide respective departure checklist and Forwarding Contact Information form.

Remove employee or graduate student from the NWREC/PREC email distribution lists.

Remove from Program Personnel document

Ensure contact information is removed to the Center website directory via Andrew Mack

Remove mail slot

Remove from Xerox directory

Olson House/Guest House checkout procedures completed, if needed for graduate student

Collect Forwarding Contact Information form from departing personnel

Collect completed departure checklist and forward to the Finance Team in Puyallup to be maintained in personnel file.

**CMP Finance Team (Sherri Clarke and Drew Lewis):**

Appointment ended and associated paperwork/processes completed.

Time/Leave Reports sent to HRS or to new department.

If applicable, cancel Purchasing-card and expenditure authority