**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) 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