

WSU MOUNT VERNON

**EXIT CHECKLIST
FOR DEPARTING TEMPORARY HOURLY EMPLOYEES**

_____ Faculty Program Leader, Supervisor, Front Officer and Facilities Manager notified of last day of work

_____ TEMPS appointment ended by CMP Finance Team (notify finance.cmp@wsu.edu)

_____ Proximity pass and/or keys returned to Facilities Manager

_____ Research program supplies (camera, laptop, etc.) returned in good condition to Supervisor

_____ All food and personal items removed from break-room cupboards and fridge

_____ Forwarding Contact Information form completed and provided to Front Office

_____ MyWSU forwarding address/contact information updated by exiting employee

Exiting Temporary Employee Signature

____/____/____
Date

Supervisor Signature

____/____/____
Date