Departure Checklist for all PREC Personnel

For departing staff, please ensure that Supervisor tasks and Employee tasks are complete. For departing graduate students, ensure that all tasks are complete.

Employee Name:

Supervisor Name:

Position End Date:

(Graduate Students Only) Semester End Date:

Supervisor Tasks

- Notify CMP Finance Team (*finance.cmp@wsu.edu*) of last day of work
- Complete applicable Workday staffing business processes
- Collect all research program data, supplies, and log books
- Collect all university assets (i.e., computer, laptop, P-card)
- Employee's work or laboratory area is properly cleaned

Departing Employee Tasks

- Return proximity card key and physical building keys to the Administration office
- Office, laboratory, locker, and all other spaces left clean and personal items removed (ensure to remove all food and personal items from breakroom and fridge)
- Update contact information in MyWSU and Workday
- Ensure forwarding address or contact information is on file with the Administration office

Additional Grad Student Tasks (if applicable)

- Notify Advisory Committee of exit seminar and final exam date and time
- Ensure all Graduate School and Departmental Procedures/Deadlines for completion of degree are met
- Schedule exit interview with PREC Director
- Turn in research documents and program supplies to faculty advisor

Administrative Tasks (Front Office only)

- Update relevant Center websites, directories, Teams/email lists, copier directory, etc.
- Remove mailbox and ensure forwarding address is received from employee
- Ensure proximity card and keys have been returned

Departing Employee Signature: Date: