***Leaving CWU:***

***Employee Checklist***

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| ***Planning to End Employment at CWU:*** |
| ⎕ | Submit resignation/retirement letter to supervisor stating your last day of employment |
| ⎕ | Complete the online Exit Survey – the link will be sent to you via email from HR. If you feel like you need to talk to someone, we invite you to contact your HR Partner, to schedule an in-person exit interview at 509-963-1202. |
| ⎕ | If you have questions about your benefits, contact Melany Peterson at (509) 963-2269 or Melany.Peterson@cwu.edu  |
| ⎕ | If you have questions about vacation cash-out and/or if you are transferring to another state agency, contact Nicole Ellinger, (509) 963-2233 or Nicole.Ellinger@cwu.edu in payroll to discuss leave transfers.\*Does not apply to Faculty\* |
| ⎕ | If you are a supervisor, please submit a *Request Reporting Change* for your direct reports in MyCWU via Manager Self Service, to reassign them to a new supervisor |
| ⎕ | If applicable, remove your iCloud account from all CWU devices (iPhones, iPads, etc.). Contact the Service Desk at (509) 963-2001 for assistance, if you’re unsure of how to do this. |
| ***On Last Day of Work:*** |
| ⎕ | Reset voicemail password and inform your supervisor  |
| ⎕ | Add an Out of Office email notice with replacement’s contact information, if necessary. If no notice is added, a general message directing inquiries to the CWU Directory or Service Desk will be generated |
| ⎕ | If your mailing address has/will change, update in Self Service to ensure your W-2 tax information is mailed to the correct location  |
| ⎕ | Return the following items (as applicable):* Connection Card
* CWU Keys to the Lockshop in Jongeward
* Parking Permit
* All CWU property (computers, mobile devices, tools, safety equipment, uniforms, etc.)

⎕ Library MaterialsNote: Items can be dropped off in person in Human Resources  |

***Thank you for your service to Central Washington University!***

***Best of luck in your future endeavors.***