*Leaving CWU:*

*Supervisor Checklist*

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| ⎕ | Obtain resignation or retirement letter from employee and attach to the Manager Self-Service Transaction |
| ⎕ | Terminate or Retire Employee via MyCWU: Manager Tab > Manager Self-Service > Terminate Employee/Retire Employee (The departing employee will appear on a daily Checkout Notice provided to applicable departments) |
| ⎕ | If the employee is a supervisor, ensure they have submitted reporting changes via Manager Self-Service to re-assigned their employees to a new supervisor |
| ⎕ | Confirm employee has returned CWU property (keys, parking pass, computers, mobile devices, tools, safety equipment, uniforms, etc.) (Items can be returned to Human Resources if necessary) |
| ⎕ | Obtain voicemail password |
| ⎕ | Have employee 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 |
| ⎕ | Remove access to department list-servers and accounts |
| ⎕ | If applicable, verify that employee has removed their iCloud account from all CWU devices (iPhones, iPads, etc.). Have them contact the Service Desk at (509) 963-2001 for assistance, if they are unsure of how to do this. |
| ⎕ | For eligible retirees, submit a letter of nomination for distinguished service to Vice President, if appropriate |

***Contact HR,*** [***HR@cwu.edu***](mailto:HR@cwu.edu)***, (509) 963-1202***