

CWU EMPLOYEE CHECKOUT SLIP

NAME / PREVIOUS NAME (While employed at CWU.):	EMPLOYEE ID #:	DOES THIS EMPLOYEE SUPERVISE CLASSIFIED, EXEMPT, FACULTY? YES <input type="checkbox"/> NO <input type="checkbox"/>
DEPARTMENT:	TERMINATION DATE (End of Shift):	
STATUS: <input type="checkbox"/> FACULTY <input type="checkbox"/> EXEMPT <input type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> OTHER _____ <input type="checkbox"/> FACULTY PHASED RETIREE <input type="checkbox"/> EMERITUS FACULTY <input type="checkbox"/> DISTINGUISHED EXEMPT RETIREE <input type="checkbox"/> DISTINGUISHED CIVIL SERVICE RETIREE		
CHECKOUT: Before you terminate employment with CWU, either temporarily (authorized leave of absence without pay for six months or longer) or permanently, present this slip at each office below (except those indicated by "Electronic Checkout"), and return it to the PAYROLL OFFICE.		

DEPARTMENT CLEARANCE	DEPARTMENT SIGNATURE
<p style="text-align: center;">1. EMPLOYING DEPARTMENT</p> <p>1) COMPLETE ELECTRONIC CHECKOUT FORM AS SOON AS YOU KNOW EMPLOYEE IS LEAVING; www.cwu.edu/~its/networks/ldapget_checkout.php (You can change the end date later, if needed)</p> <p>2) Work products have been reviewed and returned; employee has returned CWU-owned materials, credit/PRO cards, SCAN card, Blackberry/cell phone/electronic equipment, etc.</p> <p>3) PUBLIC RECORDS HAVE BEEN RETURNED TO DEPARTMENT RECORDS CUSTODIAN OR, IF APPLICABLE, PROPERLY TRANSFERRED TO UNIVERSITY ARCHIVES. All faculty and employees departing the University are required to properly preserve, transfer and dispose of University public records which were created during their employment with CWU and in accordance with the provisions of RCW 40.14. A public record is defined as "recorded information, regardless of physical form that has been created or received by any state agency during the course of public business." Information and forms can be found at http://www.cwu.edu/~bsc/recordsmgmt.html or contact Kerrie Nelson at Ext 2308.</p>	✓ ✓ ✓
<p style="text-align: center;">2. HUMAN RESOURCES – Benefits and Retirement</p> <p style="text-align: center;"><u>Please call ahead for an appointment so that we can serve you better!</u></p> <p>Benefits and forms . . . Benefits Rep, ph: 2269.</p>	✓
<p style="text-align: center;">3. FACILITIES MANAGEMENT ("D" Street & 11th Ave.)</p> <p>a] Return keys b] Return Parking Permit c] Return Connection Card and/or Facilities Identification Card (For refunds on remaining Connection Card balance, go to SURC, room 133)</p>	✓
<p style="text-align: center;">4. LIBRARY – CIRCULATION SERVICES</p> <p>a] Return all library materials b] Late fines must be paid at the Cashier's office</p>	✓
<p style="text-align: center;">5. INFORMATION TECHNOLOGY SERVICES (ITS)</p> <p>Return Scan Card to MS 7437</p>	ELECTRONIC CHECKOUT
<p style="text-align: center;">6. PAYROLL OFFICE (Mitchell Hall, 2nd floor)</p> <p>a] Return Corporate Visa (travel card) b] Return Pro Card. (Received in person: <input type="checkbox"/> By mail: <input type="checkbox"/> c] Cancel EFT d] Turn in completed checkout form</p> <p style="text-align: center;">FORWARDING ADDRESS (For mailing W-2 wage & tax statements in January.)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">STREET or PO BOX NUMBER</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">CITY, STATE ZIP CODE</p>	✓

FOR HUMAN RESOURCES/FACULTY RELATIONS USE ONLY

A.) During benefits exit interview with faculty, classified & exempt staff, inform employee (as applicable) of:

Last work day:	Last day in pay status:
Last pay period:	Last pay day: <input type="checkbox"/> 10 th <input type="checkbox"/> 25 th
Accrual Balances as of: _____ (not applicable to faculty)	
Sick Leave Hours:	
Vacation Leave Hours:	
Compensatory Time:	
Completed by: _____	Date: _____

B.) Completed by HR or Faculty Records Assistant after form has been processed by the Payroll Office. Send to HR (MS 7425) or Faculty Records Assistant (MS 7503)

PS assignment checked _____ Date _____	Leave Plans _____ Date _____
PeopleAdmin Access deactivated _____	Run supervisory query _____
Date _____	Date _____

Forward to Benefits Assistant

PS/HRISD Benefits checked _____ Date _____	Retirement _____ Date _____
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Original:

- Human Resources (Exempt, classified, and temps)
- Faculty Relations (Faculty)