

## CWU EMPLOYEE CHECKOUT SLIP

<b>NAME / PREVIOUS NAME (While employed at CWU.):</b>	<b>EMPLOYEE ID #:</b>	<b>DOES THIS EMPLOYEE SUPERVISE CLASSIFIED, EXEMPT, FACULTY?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>DEPARTMENT:</b>	<b>TERMINATION DATE (End of Shift):</b>	
<b>STATUS:</b> <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		
<b>CHECKOUT:</b> Before you terminate your employment with CWU, either temporarily (authorized leave of absence without pay for six months or longer) or permanently, you are to present this slip at each station below, and return it to the PAYROLL OFFICE.		

DEPARTMENT CLEARANCE	SIGNATURE from DEPARTMENT
<b>1. EMPLOYING DEPARTMENT</b> Completion of work reviewed with supervisor; CWU-owned materials, credit/PRO cards, SCAN card, and work products returned.  Department secretary: <a href="http://www.cwu.edu/~its/networks/ldapget_checkout.php">www.cwu.edu/~its/networks/ldapget_checkout.php</a>  <b>COMPLETE ELECTRONIC CHECKOUT FORM AS SOON YOU KNOW AN EMPLOYEE IS LEAVING. You can change the end date later, if needed.</b>	✓
<b>2. HUMAN RESOURCES – Benefits and Retirement</b> <u>Please call ahead for an appointment so that we can serve you better!</u> Benefits and forms . . . Benefits Rep, ph: 2269. Personal Email Address (for exit survey) _____	✓
<b>3. FACILITIES MANAGEMENT</b> (“D” Street & 11 <sup>th</sup> Ave.) 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)	✓
<b>4. LIBRARY – CIRCULATION SERVICES</b> a) Return all library materials b) Pay any late fines at Cashier’s office	<b>VIA ELECTRONIC CHECKOUT</b> (unless returning materials or paying fines)
<b>5. INFORMATION TECHNOLOGY SERVICES (ITS)</b> Return Scan Card to MS 7437	<b>VIA ELECTRONIC CHECKOUT.</b>
<b>6. PAYROLL OFFICE</b> (Mitchell Hall, 2 <sup>nd</sup> floor) 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. <b>FORWARDING ADDRESS (For mailing W-2 wage &amp; tax statements in January.)</b>  _____ <div style="text-align: center; font-size: small;">STREET or PO BOX NUMBER</div>  _____ <div style="text-align: center; font-size: small;">CITY, STATE ZIP CODE</div>	✓

**FOR HUMAN RESOURCES/FACULTY AFFAIRS 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 <sup>th</sup> <input type="checkbox"/> 25 <sup>th</sup>
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 _____ Date _____	Run supervisory query _____ Date _____

Forward to Benefits Assistant

PS/HRISD Benefits checked _____ Date _____	Retirement _____ Date _____
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Original:  Human Resources (Exempt, classified, and temps)  Faculty Affairs (Faculty)