

WSU Supervisor Termination Checklist

Once your employee* has given their two weeks notice:

- Initiate the separation ePAR
If you intend to hire for this position, please contact Human Resources as soon as possible for guidance through the recruitment and hiring process
- An email will be sent to the employee explaining the steps they need to take. Please ensure that your employee does the following:
 - Return keys
Please note that if an employee fails to return their keys, all areas of access will need to be re-keyed at the expense of the department.
 - Return all University property (technology, library books, etc.)
 - Close out locker rental in gym and remove personal items
 - Settle parking tickets and terminate parking pass
 - Settle account at Bookstore & Cashiers, if applicable
 - Deactivate Tuition Benefits
 - Ensure employee turns in P-card statements and supporting documents to Carol in Internal Audit to conduct a quick p-card audit
 - Remove all personal items from work area
 - Schedule Exit Interview with HR Benefits Coordinator
- Remind employee to create an auto-reply message directing individuals to the appropriate person handling work responsibilities moving forward
- Access will end when ePAR is completed
 - Deactivate departmental access
 - Review provisioning access and make any additions or deletions
 - Update access levels for updated position
- Review position description and update/change as needed
This is a great time for you to review the needs for your office and adjust the position to meet those needs or update job responsibilities for future employees.
 - To update the position prior to conducting a search, do an audit or modify the position description — contact Compensation in HR for assistance
 - Send updated position to Human Resources for approval

*** IMPORTANT NOTE: To comply with the Affordable Care Act, there must be a six month break in service between the end of salaried employment and the beginning of hourly or adjunct employment. Contact the Benefits Coordinator in HR at x7230 with questions.**