

WSU Employee Leaving WSU Checklist

Once you've given your supervisor your two weeks notice, your Supervisor will initiate the separation ePAR. Once that process starts, you are required to do the following process.

- Schedule an exit appointment with HR | Benefits Office at ext. 7230.
 - Prior to meeting you must complete the steps listed below.
- Complete the confidential online [Exit Interview](#).
- Create an auto-reply email and voicemail message directing individuals to the person handling your work responsibilities moving forward.
- I ACKNOWLEDGE: Due to the Affordable Care Act (ACA), all salaried employees terminating employment will be INELIGIBLE to work in either an adjunct or hourly capacity at the University for six months following separation. *Contact HR at ext. 7230 for more information.*

If you...

- have building or office keys
- Have technology that belongs to Weber State (laptops, tablets, etc.)
- need to be reimbursed for key deposit
- have a p-card
- have books from Stewart Library
- have a charge account at WSU Bookstore
- have a tuition balance or activated Tuition Benefits
- have a locker at Stromberg Complex
- have a Wildcard balance
- have a parking permit and/or outstanding parking tickets

Then...

- return your keys to FM | [Key & Lock Shop](#) in the Campus Services Bldg and collect deposit refund form.
- return Union Building keys to the Union Building Administration Offices Room 406.
- return them to your department prior to separating from the University
- Once all keys are returned to FM, refunds will be processed and refunded via direct deposit.
- return p-card to [Purchasing](#) in Miller Admin Bldg Rm. 207
- turn in monthly p-card statements and supporting documents to [Internal Audit](#) in Miller Admin Bldg Rm. 214 for a quick p-card audit prior to last day.
- return them to the [library](#).
- make payment arrangements with the [Bookstore](#).
- clear any outstanding balance owed at the [Cashier's Office](#) and deactivate Tuition Benefits in the eWeber portal.
- remove all personal items and close out your rental.
- if more than \$25, request a refund at the Union Bldg Info Desk; if less than \$25, use prior to your last day.
- return parking pass to [Parking Services](#) in the Public Safety Bldg and settle unpaid tickets

NOTE: Outstanding balances will be deducted from your paycheck if they are less than your paycheck amount.