Western Oregon UNIVERSITY
Human Resources
Lieuallen Administration 307 | 503-838-8490 | 503-838-8522 (fax) | hr@wou.edu | wou.edu/hr

# Departure Checklist

This checklist is intended to aid departing employees in the exit process. Please check off each applicable item and return this list to your supervisor prior to your departure. Should you have any questions, please do not hesitate to contact Human Resources. Please note that any referenced forms can be found on the Human Resources forms page.

| Date Completed | Task |
|---|---|
| | Submit resignation letter to your supervisor and Human Resources<br>* If you are transferring to a different position at WOU or another Oregon Public University, please notate this in your resignation letter. This will ensure that your benefits remain active and/or your remaining leave balances are transferred timely. |
| | Submit final timesheet or leave report to supervisor |
| | Complete the Final Check Form |
| | Return all departmental property to your supervisor, unless otherwise specified |
| UCS SIGNATURE | Return all technology (laptop, remote work items, etc.) to University Computing Solutions. *This step requires a UCS signature to confirm receipt.* |
| | Pay any outstanding amounts (travel advances, etc.) |
| | Return department/building keys to the Key Shop |
| | Present key receipt to Human Resources |
| | Update Human Resources with your new mailing address via an Address Change Form |
| | Return checked out books and other materials to the library |
| | Read Benefit and Retirement information in the Departing Employees section of the forms page |
| | Schedule an exit interview with Human Resources (optional)<br>The exit interview is a confidential questionnaire which gives us insight into turnover patterns, how working conditions and employee morale may be improved, and assists us with long-range planning. Normally, the interview will take 30 minutes or less. |

This departure checklist was completed by the following employee:

Name _____ V# _____ Date _____

This completion of this departure checklist (including the return of WOU technology property to UCS was verified by the following supervisor:

Name _____ V# _____ Date _____

Please return this form to Human Resources upon completion.