

## Departure Information for Puget Sound Employees

### Departure Form

Please sign and forward the university's departure form to your supervisor/department head for their signature. Completed departure forms should be submitted to Human Resources as soon as possible. If your last day of work has not been determined, indicate that on the form and let HR know as soon as the date has been set. In accordance with [university policy](#), the "Intended Last Day of Work" cannot fall on a holiday or a day that includes leave. If the date changes, please notify HR.

The departure form is available on the Forms page in the Human Resources section of the university's website: <https://www.pugetsound.edu/human-resources/forms>

Please retain the first page of the departure form, which outlines the actions that you need to complete before or on your last day of work.

### Exit Interview

An exit interview provides HR with valuable feedback on your experience with the university, helping them recognize what was successful and identify areas that may need improvement. Your insights will assist HR in enhancing workplace practices, boosting employee satisfaction, and making more informed decisions moving forward.

In order to learn about your Puget Sound employment experience, HR invites you to complete the exit questionnaire available via the QR code or URL below.



[https://pugetsoundir.co1.qualtrics.com/jfe/form/SV\\_dbrLxb8sWvmNmDk](https://pugetsoundir.co1.qualtrics.com/jfe/form/SV_dbrLxb8sWvmNmDk)

If you would like to do an exit interview to discuss anything with one of the HR staff members, please email [hr@pugetsound.edu](mailto:hr@pugetsound.edu) to schedule.

## Payroll

You will lose access to your myPugetSound account when you leave university employment, so your final pay stub will be mailed to your home address on your final regular pay date. Your final paycheck will be direct deposited as usual on your final regular pay date. Any unused, accrued vacation leave that you have will be included in your final paycheck. We do not pay out sick leave.

Your W-2 tax form will be mailed to your home address in January. If you need to change your address after leaving the university, please email [hr@pugetsound.edu](mailto:hr@pugetsound.edu).

## Benefits

If you are enrolled in the university's flexible benefits program, COBRA enrollment information from our third-party administrator, WEX, will be mailed to your home address within 14 days of your university coverage ending. Your university coverage will end on the last day of the month that you left university employment. You have up to 60 days to enroll in COBRA and it can be backdated to your first day of eligibility to avoid a lapse in coverage.

If you have a retirement savings plan account through the university, you will receive information from our third-party administrator, TIAA, about how to access those funds, as well as other important benefit considerations. Please notify TIAA directly if your address changes by calling **1.800.842.2252** or through your online account.

## Electronic Access

Email addresses/accounts, network privileges, and any electronic access to university resources (such as swipe-card access to buildings) end on your last day of employment. Special arrangements for extended retention or forwarding of an email account are normally made only for university business purposes and may be requested by supervisors by contacting Technology Services at **253.879.8585** or by submitting a request through the support portal.

## Technology

All university-owned technology must be returned to Technology Services. Please coordinate with your supervisor to arrange for the return of any items, such as laptops, on your final day of employment.

## Keys

Keys should be returned directly to Security Services during their business hours.