

Departure Checklist for Puget Sound Employees

Retain this page for your reference.

Before your last day of work, please take the following steps:

- ☐ Complete the Employment Departure Form on page 2 of this document and give it to your supervisor or department head/chair.
Staff Only: Once your departure form has been received, Human Resources will reach out to schedule an exit interview.
- ☐ Through your department head/chair, arrange for the transfer of your electronic files (including Google) to the designated individual authorized to access the files.
- ☐ Transfer any departmental memberships and subscriptions that are in your name to the designated individual.
- ☐ Return borrowed books or other library materials (e.g. periodicals, films, audiovisual equipment) to Collins Memorial Library.
- ☐ Return your P-Card to the Office of Finance, reconcile your P-Card transactions, complete and submit approved expense reimbursement requests, and note approvals in the P-Card system.
- ☐ Download or print any previously issued paystubs and/or W-2s that you wish to keep for your records, as you will lose access to your myPugetSound account at 5pm on your last day of work.
- ☐ Contact Student Financial Services to make payment arrangements if you and/or other members of your family are registered for classes and are receiving education benefits.

On your last day of work, please take the following steps:

- ☐ Staff Only: Submit your final timesheet. Staff using time clocks should review and submit hours after final out punch.
- ☐ Remove all of your personal property from your workspace.
- ☐ Return your university ID card to your supervisor.
- ☐ Return all university property (e.g. uniforms, tools, supplies, equipment, technology) to your supervisor/department chair.
- ☐ Return university keys directly to Security Services during their business hours. (Supervisors who receive any keys from departing staff should return them to Security Services.)
- ☐ Remove your university parking decal from your vehicle and securely discard it.

Employment Departure Form

Name:

Department:

Job Title: Intended Last Day of Work:

In accordance with university policy*, the "Intended Last Day of Work" cannot fall on a holiday or a day that includes leave. If this date changes, please notify HR.

Mailing Address:

☐ Check the box if it is different from your current address

Street:

City: State: Zip Code:

Personal Email:

Reason for Leaving:

Comments:

Staff Member/Faculty Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Head/Chair Signature: _____ Date: _____

*Instructions to Department Head/Chair: Send signed form to Human Resources.
(Office: Howarth 016, Campus Mailbox: 1064, Email: hr@pugetsound.edu)*

*Policy: <https://www.pugetsound.edu/general-counsel-risk-management/policies/staff-policies/termination-employment>