



Please use the following form to document your separating employee's off-boarding. Not all items may be applicable to every employee (write "N/A").

Employee Name: _____ myWSU ID: _____

Supervisor Name: _____ Last Day: _____

Department Name: _____

BEFORE EMPLOYEE SEPARATES:

Table with 2 columns: ACTION and DATE COMPLETED. Rows include tasks like 'Obtain letter of resignation', 'Submit ePAF', 'Make a plan to collect University Property', etc.

AFTER EMPLOYEE SEPARATES:

Table with 2 columns: ACTION and DATE COMPLETED. Rows include tasks like 'Remove employee name from department website', 'Change desk phone voicemail', etc.