Pacific Lutheran University
OUTPROCESSING CHECKLIST

Full Name (Last, First, MI):			
PLU ID#		**Department**	
Hire Date		**Last Working Day**	
Title			

☐ **Retirement** ☐ **Voluntary Separation** ☐ **Other:** _____

Please personally visit each office listed below to obtain initials indicating clearance approval:		**Initials & Date**
1. Supervisor (office equipment etc.)		
2. Business Office • Accounts Receivable – Admin 110 (tuition owed, accounts, computer loans, travel)	HUMR USE ONLY 7115	
• Purchasing (credit card)	8867	
• Cashier (expense advances)	7117	
3. Computing and Telecommunications Services (Check appropriate accounts) ____ Banner ____ePass ____Windows ____Voicemail	7525	
4. Library (books, fines)	7500	
5. Facilities Management (turn in uniforms – if applicable) **Dining and Culinary Services** (turn in uniforms – if applicable)	7380 7472	
6. LuteCard /Concierge Desk (turn in keys, PLU ID Card)	access@plu.edu	
7. Payroll Office – (turn in time sheet)	7531	
8. Registrar's Office – Faculty Only (grades, incompletes, grade books)		

9. When the above is complete come to Human Resources and finish the exit process by turning in the following items:

☐ Personnel Manual or Faculty Handbook – if applicable ☐ Parking decal* (PLU retirees may retain the decal)

☐ Emergency Responder Badge – if applicable

*If you cannot remove the parking decal(s) please write the number in the space provided: _____

10. Do you have a PLU ORCA card? ☐ Yes ☐ No

11. REASON FOR TERMINATION (Your candid comments are confidential and appreciated):

Forwarding Address:

_____

_____

_____

Mail final check to this address: ☐ Yes ☐ No

I have turned in all records and property and satisfied all obligations to and for Pacific Lutheran University.

_____
Employee Signature *Date*

_____
Name & Title, Human Resource Personnel *Date*