



# Pacific Lutheran University OUTPROCESSING CHECKLIST

<b>Full Name</b> (Last, First, MI):			
<b>PLU ID#</b>		<b>Department</b>	
<b>Hire Date</b>		<b>Last Working Day</b>	
<b>Title</b>			

Retirement     
  Voluntary Separation     
  Other: \_\_\_\_\_

**Please personally visit each of the offices listed below to obtain initials indicating clearance approval:**

		Initials & Date
<b>1. Supervisor</b> (office equipment, etc.)                Staff & Admin. Only – Timesheet received: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2. Business Office</b> <ul style="list-style-type: none"> <li>• Accounts Receivable – Admn 110 (tuition owed, accounts, computer loans)</li> <li>• Purchasing (credit card)</li> <li>• Cashier (travel and expense advances)</li> </ul>	HUMR USE ONLY	
	7115	
	7171	
<b>3. Computing and Telecommunications Services</b> (Check appropriate accounts) <ul style="list-style-type: none"> <li>• ___ Mint/Banner      ___ Salt      ___ Email      ___ NT</li> <li>• Cell Phone Account (see attached form)</li> </ul>	7117	
	7525	
	8030	
<b>4. Library</b> (books, fines)	7500	
<b>5. Facilities Management</b> (turn in keys, uniforms)	7380	
<b>6. Registrar's Office – Faculty Only</b> (grades, incompletes, grade books)		

**7. When the above is completed come to Human Resource Services to clear payroll and to complete the exit process by turning in the following items:**

- |   |   |
|---|---|
| <input type="checkbox"/> PLU Identification Card – employee   | <input type="checkbox"/> PLU Identification Card – dependents               |
| <input type="checkbox"/> Personnel Manual or Faculty Handbook | <input type="checkbox"/> Parking decal* (PLU retirees may retain the decal) |
| <input type="checkbox"/> Emergency Responder Badge            |   |

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

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

\_\_\_\_\_

**9. I have received information on continuation of medical coverage (COBRA).**       Yes       No

<b>Forwarding Address:</b> _____ _____ _____ <b>Mail final check to this address:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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I have turned in all records and property and satisfied all obligations to and for Pacific Lutheran University.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**TO: Employees Leaving PLU**

**RE: AT& T Cell Phones**

Personal cell phone contracts initiated under PLU's corporate contract during employment are required to be renegotiated or cancelled within 10 days of departure from PLU employment status. If the account is not renegotiated within that time frame, PLU Computing and Telecommunication Services (CATS) will cancel the account, unless prior arrangements are made with CATS. Any charges due will be the responsibility of the former PLU employee under whatever prior billing arrangements were made for the account when it was set up.

If you signed the one year personal cell phone contract with AT&T Wireless for the PLU special employee rate plan, you have the following two options:

1. Renegotiate a new personal contract with AT&T to keep your current cell phone numbers and account, or
2. Cancel your cell phone number and account and pay AT&T the contract cancellation fees if the contract period is still in effect.

Both options require a phone contact from you with AT&T Customer Care at 800-611-2611. If you choose option **1**, renegotiation of the contract, inform them that you are initiating **"change of financial responsibility"** which will remove you from the PLU corporate contract and put you on your own personal liability contract. If you choose option **2**, inform AT&T of the cancellation of your account, which means that contract cancellation charges may apply. (Cancellation charges depend on the plan you were on and the length of time remaining on the contract you signed.) **Please be aware that the cell phone rate plan will probably change when you resign from the PLU contract.**

Please inform CATS, 535-7525, or Linda Harmon, 535-8030, of your departure from PLU employment and which option you will choose regarding your cell phone service. You may also use this form to inform CATS of the option you have chosen. You can mail it to: Attn: Linda Harmon, Computing & Telecommunication Services, Pacific Lutheran University, Tacoma, WA 98447.

**Please fill in the following information and leave with Human Resources or return to the address above:**

Name (Please print)	Department		
Home Telephone #	Department Telephone #		
Cell Phone #1	Last Day worked at PLU		
Cell Phone #2	Option Chosen (Circle one)	Opt 1	Opt 2
Cell Phone #3	Date Change made with AT & T		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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