



## 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.) <b>Staff &amp; Admin. Only – Timesheet received:</b> <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, travel)</li> <li>• Purchasing (credit card)</li> <li>• Cashier (expense advances)</li> </ul>	HUMR USE ONLY	
	7105	
	8867	
<b>3. Computing and Telecommunications Services</b> (Check appropriate accounts) <ul style="list-style-type: none"> <li>• ___ Mint/Banner    ___ Salt    ___ Email    ___ NT</li> </ul>	7525	
<b>4. Library</b> (books, fines)	7500	
<b>5. Facilities Management</b> (turn in uniforms – if applicable)	7380	
<b>6. LuteCard /Concierge Desk</b> (turn in keys, PLU ID Card)	7411	
<b>7. Registrar’s Office – Faculty Only</b> (grades, incompletes, grade books)		

**8. 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:**

- 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: \_\_\_\_\_

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

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

<b>Forwarding Address:</b> <hr/> <hr/> <hr/>
<b>Mail final check to this address:</b> <input type="checkbox"/> Yes <input type="checkbox"/> 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