



## 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 office listed below to obtain initials indicating clearance approval:** **Initials & Date**

<b>1. Supervisor</b> (office equipment, submit time sheet, etc.)		
<b>2. Business Office</b> <ul style="list-style-type: none"> <li>• Accounts Receivable – Admin 110 (tuition owed, accounts, computer loans, travel)</li> <li>• Purchasing (credit card)</li> <li>• Cashier (expense advances)</li> </ul>	<u>HUMR USE ONLY</u>	
	7115	
	8867	
<b>3. IT Help Desk</b> (Check appropriate accounts) Tenured faculty may retain access to their PLU email. _____ Banner    _____ ePass    _____ Windows    _____ Voicemail	7117	
	7525	
<b>4. Library Circulation Desk</b> (books, fines)	7500	
<b>5. Facilities Management</b> (turn in uniforms – if applicable) <b>Dining and Culinary Services</b> (turn in uniforms – if applicable)	7380	
	7472	
<b>6. LuteCard /Hospitality Services</b> (turn in PLU ID Card)	7411	
<b>7. Campus Safety/Access</b> (turn in parking decal, carpool pass, keys, emergency responder badge – if applicable)	access@plu.edu	
<b>8. Registrar’s Office – Faculty Only</b> (grades, incompletes)		

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

PLU ORCA card                         
 Outprocessing Checklist   

If you would like to request an exit interview, please call Human Resources at 253-535-7185.

<b>Forwarding Address:</b>
<b>Final check will be direct deposited</b>

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