



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 <ul style="list-style-type: none"> • Accounts Receivable – Admin 110 (tuition owed, accounts, computer loans, travel) • Purchasing (credit card) • Cashier (expense advances) 	<u>HUMR USE ONLY</u>		
	7115		
	8867		
	7117		
3. IT Help Desk (Check appropriate accounts) _____ Banner _____ ePass _____ Windows _____ Voicemail	7525		
4. Library Circulation Desk (books, fines)	7500		
5. Payroll Office – Staff and Administrators (turn in time sheet)	7531		
6. Facilities Management (turn in uniforms – if applicable) Dining and Culinary Services (turn in uniforms – if applicable)	7380		
	7472		
7. LuteCard /Concierge Desk (turn in PLU ID Card)	7411		
8. Campus Safety/Access (turn in parking decal, car pool pass, keys, emergency responder badge – if applicable)	access@plu.edu		
9. Registrar’s Office – Faculty Only (grades, incompletes)			

10. 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
 Outprocessing Checklist

11. Do you have a PLU ORCA card? Yes No

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

Forwarding Address: _____ _____ _____ Mail final check to this address: <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*

Name & Title, Human Resource Personnel *Date*