



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, submit time sheet, 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	
3. IT Help Desk (Check appropriate accounts) Tenured faculty may retain access to their PLU email. _____ Banner _____ ePass _____ Windows _____ Voicemail	7117	
	7525	
4. Library Circulation Desk (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 PLU ID Card)	7411	
7. Campus Safety/Access (turn in parking decal, carpool pass, keys, emergency responder badge – if applicable)	access@plu.edu	
8. Registrar’s Office – Faculty Only (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.

Forwarding Address: _____ _____ _____ Final check will be direct deposited	I have turned in all records and property and satisfied all obligations to and for Pacific Lutheran University. _____ <i>Employee Signature</i> <i>Date</i> _____ <i>Name & Title, Human Resource Personnel</i> <i>Date</i>
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