

Human Resources Outprocessing Checklist

SECTION A: Employee Information -

FULL NAME (Last, First, Middle):		
PLU ID:		Department:
Hire Date:		Last Day Worked:
Title:		
Reason for Leaving:	<input type="checkbox"/> Retirement <input type="checkbox"/> Voluntary Separation <input type="checkbox"/> Other: _____	

SECTION B: Required Department Clearance Approvals –

You will need to visit each department listed below and obtain all initials before submitting to HR.

This form will not be considered complete without fully completing all sections and initials.

Department	Contact	Items Requiring Clearance	Initial/Date
1. Supervisor		Office equipment, submit time sheet, etc.	
2. Financial Services – Admin 102	x7115	Accts Receivable (Tuition, acct balances, etc.)	
	x7161	Purchasing (pCard)	
	x7117	Cashier (expense advances)	
3. IT Help Desk – Library Emeriti (tenured & retired) faculty may, upon request, have continued access to their ePass account in retirement.	x7525	Banner _____	
		ePass _____	
		Windows Access _____	
		Voicemail _____	
4. Circulation Desk - Library	x7502	Books, fines, etc.	
5. Facilities – Building #28 HSCR – AUC 280	x7380 x7450	If applicable – Return Uniforms	
6. Campus Safety – Neeb 1 st Floor	x7441	Return PLU property (LuteCard, parking decal/carpool pass, keys, emergency responder badge, etc.)	
7. Registrar – Admin 130	x7131	<i>Faculty Only</i> – Grades, incompletes, etc.	

SECTION C: Address and Employee Certification –

If you would like to request an exit interview, please call HR at (253) 535-7185.

Forwarding Address (final paystub, W2, etc):
Final check will be paid via Direct Deposit.

I certify that I have turned in all records/property and satisfied all obligations to and for Pacific Lutheran University:

Employee Signature / Date

SECTION D: Return Completed form to Human Resources in Admin 110 –

PLU Orca Card: ☐

HR Representative: Name, Title, and Date