PLU | PACIFIC LUTHERAN UNIVERSITY

Human Resources
Out-processing Checklist

SECTION A: Employee Information -

FULL NAME (Last, First, Middle)**:**	

PLU ID:		**Department:**	
Hire Date:		**Last Day Worked:**	
Title:			
Reason for Leaving:	☐ Retirement ☐ Voluntary Separation ☐ 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 (P-Cards)	
	x7117	Cashier (expense advances)	
3. IT Help Desk – Library Tenured/retired faculty may have continued access to their EPass 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 1ˢᵗ Floor	x7441	Return PLU property (LuteCard, parking decal/carpool pass, keys, emergency responder badge, etc.)	
7. Registrar – Admin 130	x7131	*Faculty Only* – 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 Universit*y:

_____

Employee Signature / Date

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

PLU Orca Card: ☐

_____
HR Representative: Name, Title, and date received