

THE UNIVERSITY OF ARIZONA

Department of Planetary Sciences

Lunar and Planetary Laboratory

Instructions for Completing the Employee Exit Form (page 2 of this document)

Upon notification of an employee's pending departure, Supervisor or Administrative Support personnel should forward their notification via email or photocopy to the Business Office and have the employee complete an "Employee Exit Form." The employee should complete the form and take it to the Business Office on his/her final day.

Library

Prior to bringing the form to the Business Office the employee should return all library books to Lisa Martin and have Lisa sign their *Employee Exit Form*.

Business Office

A Termination Report will be prepared by the Business Office when the employee arrives with the Exit Form. The employee should take the *Employee Exit Form* to the Business Office in Room 339 with their:

1. Building Key
2. Room Key(s)
3. Room Privilege Card
4. Copy Card
5. UA Travel Card – Diner's Club
6. Calling Card
7. P-Card
8. Any equipment on loan to them (modems, computer equipment, etc.)

The Business Office personnel will check off each of the above items to confirm their receipt.

The Business Office personnel will also confirm:

1. That the employee has indicated how they want to receive their final paycheck or direct deposit notification;
2. Whether or not employee wants forwarding information given to people who are trying to reach them after their departure;
3. If employee is a PTYS Graduate Student, that they have filled in their new job title and employer's name on the *Employee Exit Form*.

The Business Office will ensure:

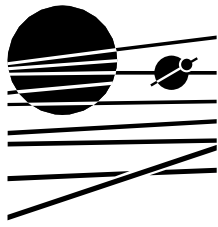
1. The employee's access to SIS, PSOS, SPINS, and FRS has been discontinued;
2. The employee's long distance telephone privileges have been cancelled.

After the Business Office has confirmed the above, the *Employee Exit Form* will be sent to the Academic Office.

Academic Office

The Academic Office will:

1. Update the Employee Database;
2. Remove employee name from mailbox and remove the mailbox listing;
3. Remove door label from office;
4. Remove name from the online directory;
5. Remove name from the lobby directory;
6. Remove name from the distribution list;
7. Notify Sys to terminate account;
8. File the *Employee Exit Form*.



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Employee Exit Form

Please complete and return this form to the LPL Business Office, Space Sciences, Room 339.

Print Name _____ Departure Date _____

Assigned office and lab space in Kuiper/CPS _____

Forwarding Address*: _____

Forwarding Email: _____

- Give my forwarding information to people trying to reach me after my departure.
- Do not give out my forwarding information.

**First Class mail will be forwarded to you. Magazines and publications will only be forwarded for six months after your departure.*

LPL Library

Returned all library books to Lisa Martin: _____
 (Lisa's Signature)

Business Office (Room 339)

- Signed Termination Report, if leaving the University
- Returned building and room keys
- Returned Room Privilege Card ("Key card")
- Paycheck/Direct Deposit
 - Send my last paycheck or direct deposit to my forwarding address
 - Put my last paycheck or direct deposit in my mailbox
- Discontinued access to SIS, PSOS, SPINS, FRS, etc.
- Discontinued long distance telephone privileges
- Returned any equipment on loan to you to the Business Office (any modems, computer equipment, etc. for which you have an Off-Campus Equipment form on file)
- Returned Copy Card
- Returned UA Travel Card - Diner's Club
- Returned Calling Cards
- Returned P-Card

PtyS Graduate Students Only

New job title _____ New employer _____

Employee Signature: _____

Academic Office Use Only

- Database Mailbox Room Online Directory Lobby Directory Distribution List Notify Sys to terminate account