

Employee _____ Date of last day of work: _____

Forwarding Address: _____

PLEASE SEE ONLY THE PARTIES WITH BOXES CHECKED

OFFICE OF HUMAN RESOURCES AND SERVICES

Employment Out-Processing, Student Insurance EMPLOYMENT _____ Date: _____
Employee Insurance and Benefit Paperwork BENEFITS _____ Date: _____

BUSINESS OFFICE AND PAYROLL DISTRIBUTION

Lower "C" Wing. All money owed on account to UTSI has been paid in full. Notification received regarding last paycheck distribution. _____ Date: _____

BUSINESS AND FINANCE OFFICE, Lower "C" Wing _____ Date: _____
Timesheets

WORK SUPERVISOR, All uniforms, tools, equipment, etc., belonging to the University or research sponsor & issued to the employee by this dept. have been returned. _____ Date: _____

DEPARTMENT SECRETARY _____ Date: _____

REGISTRAR, Room D-100 _____ Date: _____

ADMISSIONS, RECRUITING, & DISTANCE EDUCATION
Lower "E" Wing _____ Date: _____

DEAN FOR ACADEMIC AFFAIRS
Lower "E" Wing _____ Date: _____

EMPLOYEE ID Card Returned, Lower "E" Wing _____ Date: _____

COMPUTER SERVICES, Lower "F" Wing _____ Date: _____

LIBRARIAN, Library _____ Date: _____

MAIL CLERK, Physical Plant. All P.O. Box keys possessed by this individual have been returned & change of address card has been submitted. _____ Date: _____

PHYSICAL PLANT, Telephone, Keys and calling cards returned _____ Date: _____

DINING HALL, All money owed has been paid in full _____ Date: _____

CONTRACT ADMIN SVCS, Lower "B" Wing _____ Date: _____

INDUSTRIAL SECURITY OFFICER, Lower "B" Wing _____ Date: _____

ALUMNI AFFAIRS & DORMS
Lower "B" Wing _____ Date: _____

UTSI EXECUTIVE DIRECTOR
Lower "B" Wing _____ Date: _____

This employee has, to the best of my knowledge, completed the necessary steps prior to termination from The University of Tennessee Space Institute and is cleared for issuance of his/her final paycheck.

DIRECTOR OF HUMAN RESOURCES AND SERVICES _____ Date: _____