

UTSI Office of Human Resources & Services, Lower "A" Wing, Extension 37226
Employment Out-Processing Form

04/19/2011

Employee _____ Date of last day of work: _____

Forwarding Address: _____

PLEASE SEE ONLY THE PARTIES WITH BOXES CHECKED

OFFICE OF HUMAN RESOURCES & SERVICES

Lower "A" Wing

Employment Out-Processing, Student Insurance

EMPLOYMENT _____

Date: _____

Employee Insurance and Benefit Paperwork

BENEFITS _____

Date: _____

BUSINESS OFFICE Lower "A" Wing.

All money owed on account to UTSI has been paid in full.

Date: _____

Timesheets

TIMESHEETS _____

Date: _____

BUDGET & FINANCE OFFICE Lower "A" Wing

Budget Director

Date: _____

ADMISSIONS AND RECRUITING

Upper "A" Wing

Date: _____

ASSOCIATE EXECUTIVE DIRECTOR

Upper "A" Wing

Date: _____

SAFETY OFFICER AND DORMS Upper "A" Wing

Date: _____

UTSI EXECUTIVE DIRECTOR

Upper "A" Wing

Date: _____

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 ADMINISTRATIVE ASSISTANT

Date: _____

CONTRACT ADMIN SVCS, Lower "B" Wing

Date: _____

INDUSTRIAL SECURITY OFFICER, Lower "B" Wing

Date: _____

COORDINATOR FOR STUDENT SERVICES, D-100

Date: _____

DISTANCE EDUCATION, 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: _____

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: _____