

**UTSI Office of Human Resources and Services, Lower "C" Wing, Extension 226  
Employment Out-Processing Form**

04/02/09

Employee \_\_\_\_\_ Date of last  
day of work: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

*PLEASE SEE ONLY THE PARTIES WITH BOXES CHECKED*

**OFFICE OF HUMAN RESOURCES AND SERVICES**

Employment and Benefits Out-Processing, Student Insurance EMPLOYMENT \_\_\_\_\_ Date: \_\_\_\_\_  
American Express Card returned(exempt/faculty) 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: \_\_\_\_\_

**ASST. VICE PRESIDENT FOR BUSINESS**

**AND FINANCE**, Lower "C" 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: \_\_\_\_\_

**WING 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: \_\_\_\_\_

**ASST VICE PRESIDENT FOR RESEARCH**

Lower "B" Wing \_\_\_\_\_ Date: \_\_\_\_\_

**INDUSTRIAL SECURITY OFFICER**, Lower "B" Wing \_\_\_\_\_ Date: \_\_\_\_\_

**ALUMNI AFFAIRS & DORMS**

Lower "B" Wing \_\_\_\_\_ Date: \_\_\_\_\_

**INTERIM ASSOCIATE VICE PRESIDENT**

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: \_\_\_\_\_