



Department of Psychology

Employee or Affiliate Exit Form

This form should be used to facilitate an employee’s or affiliate’s transition out of the Department of Psychology. To ensure that all administrative requirements are satisfied, and to preserve the integrity of the Department of Psychology’s security infrastructure, this form should be completed in its entirety by the individual employee and the appropriate administrative staff. Ensure that all contact information will remain current.

Section I Employee Information

UID		Name	
Phone Number		Email Address	
Exit/End Date		Supervisor Name	

Section II Exit Inventory Checklist

Action Items	Responsible Unit	Unit Contact	Admin Initials & Date
Keys Returned	Main Office	Hannah Griffith 1121 BPS	
Phone Reclaimed	Main Office	Anthony Chan 1101 BPS	
Network/Shared Accounts Cleared including (:I) Drive	IT Support	Anthony Chan 1101 BPS	
Electronic Equipment Returned and/or Reformatted	IT Support	Anthony Chan 1101 BPS	
Critical Files Transferred (Digital & Paper-based)	Supervisor and IT Support	Supervisor Anthony Chan 1101 BPS	
Mailbox Cleared	Main Office	Hannah Griffith 1121 BPS	
PCARD Cancelled	Business Office	Bill Liden 1121 BPS	
Letter of Resignation	Business Office	Robeya Johnson 1121V BPS	
Termination of Benefits	Business Office	Robeya Johnson 1121V BPS	
Building & Alarm Access & Parking Cancellation	Main Office	Hannah Griffith 1121 BPS	
Subject Payments- MOU Closeout Receipts	Business Office	Lakeisha McCormick 1121K BPS	

Additional Forwarding Information	
Administrative Notes	

Please return this form to Robeya Johnson after all items are completed.