If exiting employee is a primary/secondary spouse:

Their Spouse ID# : _______________
Spouse Old BenCat : _____
Spouse New BenCat : _____

Farewell Check Information:

Hire Date __ __ / __ __ / __ __

☐ Process Farewell Check
☐ NO Farewell Check

__________________________________
Employment Manager Signature

FACULTY/STAFF EXIT PROCEDURE

Please let us take this opportunity to say THANK YOU for the valuable contributions you have made to Andrews University and its mission.

In order to ensure a smooth transition from Andrews University, please complete this form with the appropriate information and signatures to do a final “check out”. This form details the appropriate exit procedure process and will not only assist us in clearing necessary records but will also ensure that you receive your last check in an accurate and timely manner.

When completed, please submit the completed form to the Human Resources Employment Office, Room 213, in the Administration Building. If you have questions as you complete the form, please call ext. 3570.

Thank you for your assistance, time and effort in completing this process!

We want to wish you God’s blessings and good health in your new endeavors.
Exit Procedure

ID#___________________

Name_________________________, _____________________
   Last                                    First

New Address:  ________________________________________
   ___________________________________________

FACULTY ONLY – Academic Records
(academicrecords@andrews.edu)

____ □ Yes □ No Grades turned in

____ □ Yes □ No Registrar Office given authorization for future grade changes

STAFF ONLY – Employee’s Supervisor

Last day of work (mm/dd/yy) __ __ / __ __ / __ __

Unused paid-leave time:   Hours (hourly) ________

Unused vacation time*:   Days (salaried) ________ (indicate negative if applicable)

*per policy, if balance is negative, payroll will adjust and recover

☐ Check here if you have approved all monthly leave reports

(Supervisor’s Signature)

FACULTY, SALARIED AND HOURLY STAFF

Employee: Please obtain a signature from each office indicated on the next section whether or not they apply to you (or you have/don’t have the item referred to).

Department: please sign on your individual department’s line(s) provided and check “Yes” if task was completed or “NA” if it does not apply to employee.

___ □ Yes □ NA Equipment/accessories (Your Department)

___ □ Yes □ NA Email Account/computers (helpdesk@andrews.edu)

___ □ Yes □ NA University Archives (archives@andrews.edu)

___ □ Yes □ NA Plant Administration (aukeys@andrews.edu)

___ □ Yes □ NA Update Information (www.andrews.edu/go/myaddresses)

___ □ Yes □ NA Cleared Account (grosenthal@andrews.edu)

___ □ Yes □ NA Corporate Credit (grosenthal@andrews.edu)

___ □ Yes □ NA Salaried staff monthly leave report (payroll@andrews.edu)

___ □ Yes □ NA Cancel Direct Deposit (payroll@andrews.edu)

___ □ Yes □ NA Employee ID Card (employment@andrews.edu)

*Telephone calling cards and access to Banner and/or Redwood accounts will be disabled automatically, unless prior arrangements are made. In addition, library books that you have checked out will need to be returned.

This is to verify that as of (mm/dd/yy) ____/____/____ I am (please check one):

☐ retiring from Andrews University. Additionally, please check any that apply (NOTE your department must submit paperwork for either option):
   ┌─☐ I am retiring but will continue on in a paid capacity (regular/adjunct)
   └─☐ I am retiring but will continue on in an unpaid capacity
   ┌─☐ I have been granted emeritus status (need emeritus ID card)
   └─☐ voluntarily resigning from Andrews University.
   └─☐ involuntarily ending my employment with Andrews University.

Optional comments or suggestions:_________________________________________________________
  ___________________________________________________________
  ___________________________________________________________

Signature: ________________________ Date____________________

We sincerely appreciate the contribution you have made to Andrews University and pray for the best in your new endeavors!