

**CHECKLIST FOR EMPLOYEES TRANSFERRING  
TO OTHER DEPARTMENTS AT MERCER**

Employee's Name \_\_\_\_\_

Current Department \_\_\_\_\_

Last Day in Current Department \_\_\_\_\_

E-Mail will help you speed this procedure.

When completed, this form must be submitted to the University Human Resources Office.

\_\_\_\_ Physical Plant (Return keys to your supervisor or the Physical Plant.)

\_\_\_\_ Payroll (Turn in final Time Report/Time Recap Sheet for departing department.)

\_\_\_\_ Notified Computer Services to delete user access for department.

\_\_\_\_ Notified Telecommunications to delete PAC for department.

\_\_\_\_ Returned University Credit Card(s) [telephone access & calling card, gasoline, bank charge, purchasing card, etc.].

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)