



Department of Psychology

### Employee, Affiliate and Graduate Student Exit Form

This form facilitates transition out of the Department of Psychology. To ensure administrative requirements are satisfied, and to preserve the integrity of the Department's security infrastructure, the individual employee and the appropriate administrative staff must complete this form in its entirety. Ensure that all contact information will remain current.

Name		UID	
End Date		Supervisor Name	
Forwarding Phone Number (Non-UMD Number)			
Forwarding Email Address (Non-UMD Email)			
Forwarding Physical Address			

Are you transitioning to another unit on campus? Yes No

The initiation process for these tasks should be completed one to two weeks prior to your last day in the office.

Action Items	Responsible Unit & Unit Contact	Admin Initials & Date
Letter of Resignation & Termination of Benefits	Payroll Office: <a href="mailto:PSYCPayroll@umd.edu">PSYCPayroll@umd.edu</a> in 1121U or 1121V	
Critical Files Transferred (Digital & Paper-based)	Supervisor & IT Support: Anthony Chan in 1101	
Procurement Card Cancelled, Travel Card Cancelled and Concur Travel Request and Reports closed	Business Office: Robeya Johnson (1121U), William Liden (1101S) or Joanne Leffson-Bryant (1121E)	
Subject Payments MOU Closeout Receipts	Business Office: <a href="mailto:PSYCSUBJECTPAYMENTS@umd.edu">PSYCSUBJECTPAYMENTS@umd.edu</a> in 1121K	
<b>Faculty Only</b> <a href="#">Division of Research: Faculty Separation Checklist</a>	Main Office: Joanne Leffson-Bryant in 1121E	

The initiation process for these tasks must be completed by the morning of your last day in the office.

Action Items	Responsible Unit & Unit Contact	Admin Initials & Date
Timesheets sign off and Supervisor Approval	Payroll Office: <a href="mailto:PSYCPayroll@umd.edu">PSYCPayroll@umd.edu</a> in 1121U or 1121V	
Keys Returned, Building & Alarm Access Cancellation	Main Office: Koda Smith in 1121 Front Desk	
Network/Shared Accounts Cleared including (:!) Drive, Transfer any UMD Box access to lab & Duo MFA Token (Employee should deactivate prior)	IT Support: Anthony Chan in 1101	
Electronic Equipment Returned and/or Reformatted	IT Support: Anthony Chan in 1101	
Mailbox Cleared	Main Office: Koda Smith in 1121 Front Desk	
Parking Cancelled	Main Office: Koda Smith in 1121 Front Desk	

I attest to completion of the above listed items and transition of information to supervisor.

Employee Signature:

Date:

Please return this form to the Payroll Office after all items are completed either via email at [PSYCPayroll@umd.edu](mailto:PSYCPayroll@umd.edu) or physically in the Main Office 1121U/V BPS.