

EMPLOYEE EXIT TO ANOTHER DEPARTMENT AT EIU

Return:

Keys: Facilities Planning & Management

P-Card: Department of Procurement, Disbursement and Contracts

PIN # for Telephone (credit cards – long distance)

ITS: memo to remove from various systems

Business Office: memo to remove departmental access and/or signature authorization

Specific Exit procedures for all employees not returning to EIU:

<http://www.eiu.edu/~humanres/Career/exit.htm>

NOTES: