



The University of Utah

Neurobiology & Anatomy

EMPLOYEE CHECK-OUT FORM

(Please give original to Marilyn and give a copy to Karen in the Office.)

Name: _____

UNID: _____ Last Day/Graduation: _____

Lab: _____ Position: _____

New Position (Graduates and Postdocs only): _____

Forwarding Address (To Send W-2):

Final Paycheck:

Mail To Forwarding Address

-OR-

Will Be Picked Up By: _____

Identification Card Returned: Faculty Staff

Employee Signature: _____

BELOW FOR DEPARTMENT USE ONLY:

Directory Update: _____	Date Completed: _____
Parking Permit Return: _____	Date Completed: _____
Keys Return: _____	Date Completed: _____
LogiPlex Update: _____	Date Completed: _____
E-mail Update: _____	Date Completed: _____
E-Mail Lists Update: _____	Date Completed: _____