

## Research Employee Exit Form

**\*ALL QUESTIONS MUST BE ANSWERED\***

EMPLOYEE NAME: \_\_\_\_\_

PI: \_\_\_\_\_

STEP 1: PIV TURNED IN (HR Security Office, 3<sup>rd</sup> Floor):  YES  NO  N/A

STEP 2: KEYS TURNED IN (Locksmith, Basement):  YES  NO  N/A

STEP 3: EQUIPMENT TURNED IN (OI&T Office, 3<sup>rd</sup> Floor):  YES  NO  N/A

STEP 4: ANIMAL CARD TURNED IN (VMU):  YES  NO  N/A

STEP 5: ACCESS CARD (Research Office, 5<sup>th</sup> Floor):  YES  NO  N/A

### FOR OFFICE USE ONLY

AREF & TMS ACCOUNTS DISABLED:  YES  NO  N/A

EMPLOYEE REMOVED FROM RESEARCH DRIVE (Notify Director of Research Operations):  YES  NO  N/A

EMPLOYEE REMOVED FROM STUDY (Research Office Staff Notified):  YES  NO  N/A

\_\_\_\_\_  
WOC Coordinator

\_\_\_\_\_  
Date