

**University of North Dakota - Facilities
In/Out Processing Checklist**

| Employee Name: | | First Day of Work: | | Forwarding Address for W-2, Benefit Paperwork and last stub: | | | | |
|--|---|--------------------|--------------------------------|--|---|-------------|-------------------------------|------|
| EmplID: | | Last Day of Work: | | | | | | |
| Department: | | Benefited Employee | | Yes | | No | | |
| Employment Items | How to Request | EE=Employee | Item Rec'd - Employee Initials | Date | Upon Termination | EE=Employee | Completed-Supervisor Initials | Date |
| UND Keys/Passcards: Building/Office | | | | | | | | |
| Building | Supervisor complete Facilities Key Request | | | | EE-Return to Operations Center | | | |
| Inside Door(s): | Supervisor complete Facilities Key Request | | | | EE-Return to Operations Center | | | |
| Passwords | | | | | | | | |
| FAMIS | Password will be emailed to Supervisor | | | | Will be terminated upon last day. | | | |
| Email/Network Login | Automatically assigned and sent to supervisor | | | | Will automatically terminate - Notify Facilities HR if email forward is necessary | | | |
| Voice Mail/Calling Card/ Telephone Code | Supervisor request telephone code from phone counselor - voicemail will be set up for individual office phones | | | | Phone counselor will automatically terminate | | | |
| Perceptive Content | Supervisor Completes New User Request form for each drawer as needed | | | | Supervisor Completes New User Request form, indicating deletion of access | | | |
| Peoplesoft Access: Finance/HRMS/Student Admin | Supervisor Complete CND Security Request form for each system access needed | | | | Access is automatically terminated with submission of the termination form | | | |
| Computer Drive Access | Supervisor requests access to Facilities HR**(<i>Until list is created and it will automatically be done</i>) | | | | Will be terminated upon last day. Supervisor notify Facilities HR if personal drive needs to be transferred | | | |
| Signature Authorization List | Supervisor request approval from Admin | | | | Supervisor send a Dept Signature Authorization List Form to Accounting Services | | | |
| ND State Driver ID card (Refer to Transportation website) | Will be issued upon hire to designated positions - others must be requested | | | | Will be terminated upon last day. | | | |
| Service Vehicle Placard | Supervisor request approval from Admin | | | | EE or Supervisor - return to Sarah Quanrud | | | |
| UND Faculty/Staff ID Card | EE-After EmplID issued, obtain from Ucard Office | | | | EE-Return to Facilities HR; Retirees may keep their EmplID Card | | | |
| Security Badge (TSA) | Supervisor requests | | | | EE-Return to Supervisor, Supervisor returns to Aerospace | | | |
| UND Parking Permit | EE-Purchase online at employee self service | | | | EE-Notify Parking office of last day if you have not elected payroll deduction to be issued a refund | | | |
| UND Purchasing Card or Travel Card | EE/Supervisor request approval from Admin | | | | EE-Email cancellation request to Purchasing and Supervisor; Supervisor-shred & dispose, confirm with Purchasing of cancellation | | | |
| Cell Phone | Will be automatically assigned for designated positions by phone counselor | | | | Return phone to phone counselor | | | |
| Laptop Computer | Supervisors submit special requests to admin | | | | EE - return to Supervisor | | | |
| Uniforms/Linen | Supervisor issue uniforms | | | | EE - return to Supervisor | | | |
| Labor entered and S approved in FAMIS | | | | | EE & Supervisor ensure all labor is entered and approved by term | | | |
| Purchase Orders | | | | | EE& Supervisor ensure all purchase orders are closed out | | | |
| Other Equipment/Supplies | EE-Request from Supervisor | | | | EE-Return to Supervisor | | | |
| Tools | EE - Request from Tool Room | | | | EE - Return to Tool Room | | | |
| Van Stock | | | | | EE & Supervisor ensure all van stock is returned to supply | | | |
| IMPORTANT: EE- Do NOT close bank account prior to last check being deposited. If necessary to close, contact Payroll Office prior to receiving last check. | | | | | | | | |
| IMPORTANT: EE- Complete an Address Change Form - located on Payroll Website or online HRMS employee Self Service, if appropriate. | | | | | | | | |
| IMPORTANT: EE- Verify phone number for DUO Authentication for Employee Self Service is not a University owned phone | | | | | | | | |

Employee Signature Date

Supervisor Date