

FOR HUMAN RESOURCES
EMPLOYMENT OFFICE
USE ONLY

If exiting employee is a primary/secondary spouse:

Their Spouse ID# : _____

Spouse Old BenCat: _____

Spouse New BenCat _____

Farewell Check Information:

Hire Date __ __ / __ __ / __ __

Process Farewell Check

NO Farewell Check

Employment Manager Signature



FACULTY/STAFF EXIT PROCEDURE

Please let us take this opportunity to say THANK YOU for the valuable contributions you have made to Andrews University and its mission

In order to ensure a smooth transition from Andrews University, please complete this form with the appropriate information and signatures to do a fao4 À InªhHì åZD éœA x•,•&fæN...Ž ŠADŽ Ĩdá Resources Employment Office, Room 213, in the Administration Building. If you have questions as you complete the form, please call ext. 3570.

Thank you for your assistance, time and effort in completing this process!

We want to wish you God's blessings and good health in your new endeavors

