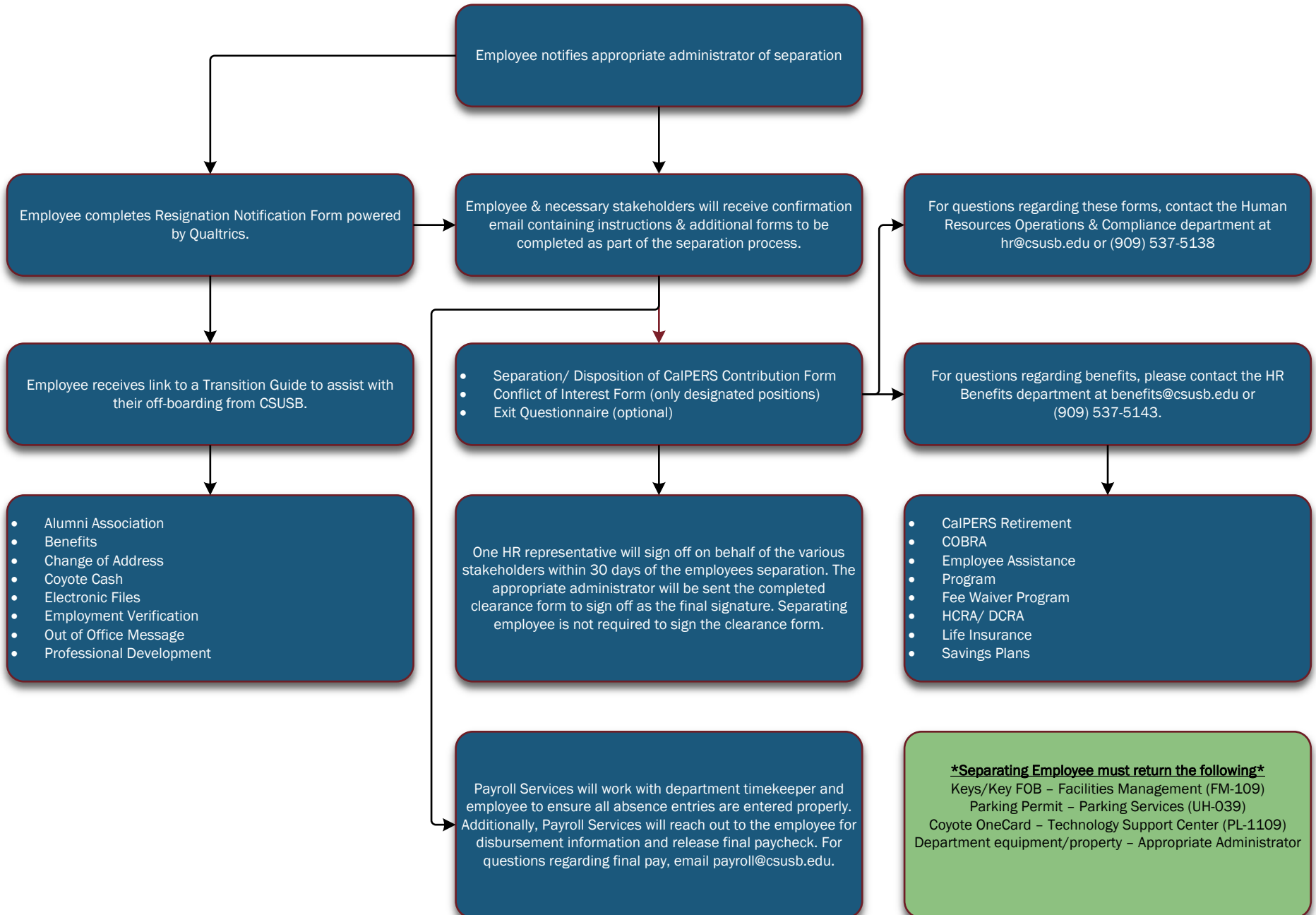


Staff/MPP Exit Process Flowchart

Effective 02/01/2024



Separating Employee must return the following

- Keys/Key FOB – Facilities Management (FM-109)
- Parking Permit – Parking Services (UH-039)
- Coyote OneCard – Technology Support Center (PL-1109)
- Department equipment/property – Appropriate Administrator