

HRSC – Please confirm that Financial commitments and benefit packet to include is correct before launching the DocuSign process.

Employee ID: 912788

Employee Preferred Name: Stella Afolayan

Employee Legal Name: Stella Afolayan

Termination Date: 8/13/2023

Benefit Package to Include: No Benefits Package



**Pacific
Northwest**
NATIONAL LABORATORY

Exit Instructions

For Employee

Staff member: Stella Afolayan

Termination Date: 8/13/2023

Employees are personally responsible to ensure all items are returned and all obligations paid. Exiting employees are encouraged to complete the exit survey or ask for an exit interview with Human Resources by contacting the Human Resources Solutions Center.

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| 1. I am aware that I need to complete and certify my time billing form on or prior to my last day. <i>For employees in California, Colorado, and Illinois, make sure that personal holidays are used prior to termination.</i> | x Yes | |
| 2. I am aware that I need to review and reassign assets prior to my last day. For a complete list of assets review Asset Custodians . | x Yes | |
| 3. The exit survey is optional. Would you like to take the exit survey? | Yes | x No |
| 4. An exit interview with HR is optional. Would like to request an interview with your directorate HR Strategic Partner? | Yes | x No |
| 5. I understand I am marked as ineligible for rehire if I do not sign the attached Intellectual Property Agreement. | x Yes | |



Below is important information the exiting staff member should be aware of including benefit information, last paycheck, tax implications, and disconnecting from CONNECTED@PNNL.

Final Paycheck

Your final paycheck will be processed the Monday after Payroll as received the required Termination documents. Your final paycheck will be direct deposited on the Friday following that Monday. They typical processing time for final payouts is two weeks or less. If you have any questions please contact .

Excess Equipment Return

Return PNNL-owned equipment to your manager or use the [Excess Express](#) locations around campus.

W-2s

You will not be able to access Ceridian to download an electronic copy of your W-2 after your employment ends with PNNL. A paper copy of your W-2 will be mailed to the current address listed within your myHR profile. If you do not receive your W-2 by the end of February, you may email [Payroll](mailto:Payroll@pnnl.gov) at payroll@pnnl.gov to request a paper or electronic copy of your W-2.

Forwarding Address

Confirm your address in [myHR](#). Any future address updates must be made by completing the address change form which can be found on [myBenefits](#).

Employee Location

Ensure the staff member's work location is accurate in [myHR](#). Payroll requires this information to ensure final paychecks are processed in accordance with applicable state law.

Occupational Health services and former worker benefits

Staff members who are removed from medical surveillance examination programs such as beryllium or asbestos workers and security officers, because of changes in work assignments or termination of employment should be scheduled for a closeout examination .

Staff members who are in other medical surveillance programs may elect to have a close-out health status review; however, it is not required. .

The DOE offers medical examinations for former workers as part of the National Supplemental Screening Program (NSSP). The program offers targeted medical screening for adverse health effects, potentially related to work at no cost. If you would like to participate, **contact the NSSP at 1-866-812-6703**.

Connected@PNNL

Visit [myPNNL](#) to remove connected mobile apps.

**Battelle Memorial Institute
Pacific Northwest Division**

**INVENTIONS AND PROPRIETARY INFORMATION
ACKNOWLEDGMENT**

The undersigned is exiting/transferring/beginning a leave of absence from employment with Battelle Memorial Institute effective the date listed on the signature below and has been reminded of and hereby reaffirm my obligations with regard to the following principles laid out in my incoming IP disclosure agreement to which I have previously committed.

CONFIDENTIALITY - Proprietary or business sensitive information is information not generally known to the public, and which, if released to unauthorized persons, would be detrimental to the reputation or business interests of Battelle or parties with which it contracts, or would permit such unauthorized persons to benefit improperly. I recognize that such proprietary or business sensitive information is the property of Battelle, and I will not disclose to others (except as required in my duties to Battelle), nor will I use for my own or another's benefit any such proprietary or business sensitive information, either during my employment or thereafter.

RETURN OF RECORDS - In changing status of employment by exiting/transferring/beginning a leave of absence, I will deliver to Battelle all records, reports, data, memoranda, notes, models, and equipment of any nature that are in my possession or under my control, prepared or acquired in the course of my employment relationship with Battelle. Further, I agree not to take with me any such information or data, or reproductions of any such information that relate to the business activities of Battelle or to parties in a contract relationship with Battelle unless I have written authorization to do so.

INVENTIONS, IDEAS, AND OTHER INTELLECTUAL DEVELOPMENTS - In view of the purposes of Battelle, and the need to secure for parties contracting with Battelle their right to resulting intellectual developments, I understand that Battelle must be in a position to use, assign, and otherwise dispose of intellectual developments made by its staff members. Accordingly, except for those items previously identified by me I represent that I have disclosed to Battelle, and, when requested, will furnish to Battelle a complete record of every such intellectual development, including any discovery, invention, improvement, innovation, design, copyright, and other definite and useful idea or compilation of information of value (intellectual development), which I may make or originate, individually or with others, at any time during the term of my employment by Battelle, I reaffirm my prior assignment to Battelle or its nominee the entire rights throughout the world to such intellectual developments which relate to the current or potential business or activities of Battelle, its subsidiaries or affiliates, or which resulted from my work for Battelle.

The business of Battelle means those activities of Battelle, its subsidiaries and affiliates which are carried on in pursuit of the purposes of Battelle, including: scientific research and scientific development; creative activities of a scientific nature; activities which directly encourage or assist scientific research, scientific development; education for and in connection with the above activities; in furtherance of the above, the reduction to practice, licensing, and other disposal of inventions, discoveries and developments; and the advancement of learning and better education of men and women for employment.

COOPERATION - I will fully cooperate with Battelle or its designees in securing, in the name of Battelle or its designees, rights with respect to the intellectual developments described in Paragraph 4 above, in all countries. If asked, I will promptly execute all proper documents presented for signature and do all things reasonably required to enable Battelle or its designees to accomplish the above, at any time during or after my employment.

INFORMATION AND TESTIMONY - I will, without expense to me, give such true information and testimony, under oath if requested, as may be requested by Battelle or its designees relative to any discoveries or other intellectual developments described above.

In summary, I consider all information which is related to the business of Battelle or its sponsors or affiliates and which was developed by me or disclosed to me while employed at Battelle to be proprietary or "business sensitive" unless specifically identified to the contrary.

DocuSigned by:

Stella Afolayan

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8/14/2023

Staff Member Signature

stella Afolayan



Exit Packet Instructions

Staff Member: Stella Afolayan

Proposed Termination Date: 8/13/2023

This exit packet is used to facilitate the exit process when an employee is leaving PNNL. It is the responsibility of the Group Leader (or DD/ ALD) to ensure that all property is transferred/ returned prior to exit. The manager must also ensure that all items assigned to the staff member have been account for and returned to Safeguards and Security (badge, keys) or notify Property Management of any unreturned items (computer, OneKey, other property). It is also the manager's responsibility to connect with staff and complete Exit Checklist below. If support is needed your admin has been cc'ed to view this DocuSign link but will not be able to make selections on your behalf. The Exit Checklist should be completed within one working day of termination date.


When a staff member departs PNNL they must leave everything they created during the course of their employment at PNNL and they may only make copies of items for which:

- They have permission from their manager to take;
- The items are not limited in release to the public (i.e., not classified, restricted release, business-sensitive, confidential, etc.); or
- The items are not owned or controlled by a party other than Battelle or PNNL.

The manager must ensure the staff member does not retain physical custody of their badge beyond 11:59 pm on their last scheduled workday and that the badge is returned to the Access Control Office (Orientation & Badging Building 3400/153). The Access Control Office's hours of operation are 7:30 am to 4:00 pm, Monday through Friday.

If a [Field File](#) has been created it should be electronically sent to the HR Solutions Center (HRSC).

If you have any questions about the exit process, field file documents or if the termination date above is incorrect, please contact [HRSC](#).

 **8/11/2023**

Exit Checklist - Manager

Staff Member: Stella Afolayan

Empl ID: 912788


Proposed Termination Date: 8/13/2023

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| 1. Confirm the staff member is aware that they need to complete and certify their timecard(s) in the Time Billing System prior to their last day. | <input checked="" type="checkbox"/> Completed | Not Applicable | |
| 2. Is the exiting staff member a manager? | Yes | <input checked="" type="checkbox"/> No | |
| 3. If the exiting staff member is a person with delegation or special system privileges, identify backfill and update necessary systems. | Completed | <input checked="" type="checkbox"/> Not Applicable | |
| 4. Confirm that there is a plan in place for your staff member to return all assets (equipment, OneKey, Secure ID and keys) prior to last day. | <input checked="" type="checkbox"/> Completed | Not Applicable | |
| 5. Have you accounted for the staff member's non-tracked items e.g. monitors, docking station, printers, scanners, etc.? | Completed | <input checked="" type="checkbox"/> Not Applicable | |
| 6. If there is confirmed unreturned property (badge; keys), are you aware of your requirement to notify the Access Control Office? | Yes | No | <input checked="" type="checkbox"/> Not Applicable |
| 7. If there is confirmed unreturned property (laptop, OneKey, other property), are you aware of your requirement to notify TechDesk? | <input checked="" type="checkbox"/> Yes | No | Not Applicable |
| 8. If your staff member has a dosimeter, confirm that there is a plan to return or that it has already been returned. | Completed | <input checked="" type="checkbox"/> Not Applicable | |
| 9. Is your staff member a clearance holder? If so, confirm that they have contacted PNNL Personnel Security (509)375-3669, completed the required Clearance Termination Briefing and signed the Clearance Termination Statement prior to their last day. | Yes | <input checked="" type="checkbox"/> No | Not Sure |
| 10. Is the staff member SCI briefed? | Yes | <input checked="" type="checkbox"/> No | Not Sure |

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| 11. If the exiting staff member is a FNVA host, confirm they have submitted a revised FNVA request. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 12. Is your staff member aware that they need to return their p-card and/or travel card, clear transactions, transferred or canceled the card prior to their last day? | Yes | No | <input checked="" type="checkbox"/> Not Applicable |
| 13. Has your staff member returned all keys for storage, equipment, or combination lock codes? Or have they made arrangements with you to turn them in by their last day? | Yes | No | <input checked="" type="checkbox"/> Not Applicable |
| 14. Is your staff member a custodian of any records and have they transferred ownership to another custodian? | Yes | No | <input checked="" type="checkbox"/> Not Applicable |
| 15. If your staff is a classified matter custodian of documents or materials, have the transferred ownership to another custodian? | Yes | No | <input checked="" type="checkbox"/> Not Applicable |
| 16. Confirm that all software licenses and manuals have been transferred or disconnected. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 17. Confirm that any issues and/or action in TRACS-Assessment Scheduling Tool (ATS), Issue Tracking System (ITS), and Optional Tracking System (OTS), have been reassigned to another staff member. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 18. If your staff member is assigned COMSEC equipment, Secure Terminal Equipment (STE), TACLANE (encryption device), confirm they have returned the equipment to COMSEC account and signed the COMSEC certification "Termination of Access to U.S. Classified Cryptographic Information" form. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 19. Confirm that your staff member no longer is responsible for or assigned; Precious Metals, Potable Alcohol, Controlled Substances, or Precursors. To help identify assets, review asset custodians . | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 20. Confirm that your staff member has returned all books/manuals/documents and canceled/ transferred subscriptions or services from the PNNL Technical Library. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 21. If your staff member uses external accounts to support project work, confirm they have identified authentication services and contacted the project designated system administrator to disable the account. | Completed | | <input checked="" type="checkbox"/> Not Applicable |

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| 22. If your exiting staff member has a special job assignment (i.e. building emergency zone warden, laboratory monitor, property rep., hazardous material custodian, radiation source custodian, RGD custodian check RMT or training coordinator etc.) or any other special assignment, confirm that they have transferred the assignment. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 23. If the exiting staff member has responsibility or ownership in the development (Course, Owner, Technical SME, Technical Contact, OJT Developer), delivery (Classroom Instructor, OJT Instructor, Technical SME Instructor, Required Reading POC) or other management and assignment of training course materials (ELM or MGT superuser), confirm that these activities have been transferred or closed out prior to departure. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 24. Have the staff inventions, patent applications, patents issues and/or copyrights been resolved? | Yes | No | <input checked="" type="checkbox"/> Not Applicable |
| 25. Do you need access to the staff member's email after their exit date? | Yes | | <input checked="" type="checkbox"/> No |
| 26. If your staff member has a phone or internet service (PNNL mobile phone, internet service air card, pager, conference line, desk phone, secure line, fax line or modem), confirm that the service been transferred or disconnected. | Completed | | <input checked="" type="checkbox"/> Not Applicable |
| 27. If your staff member is the custodian of any fleet management property (vehicles, trailers, boats, forklifts, etc.). Confirm property, keys, fuel cards, and any misc. item associated with the property have been accounted for and that a new custodian has been identified, trained, and assigned. | Completed | | <input checked="" type="checkbox"/> Not Applicable |

DocuSigned by:



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8/11/2023

Completed By Casey Burleyson**Date**