

CHECKLIST FOR DEPARTING EMPLOYEES

Employee's Name _____

Last Working Day _____ Last Day of Pay _____

This form is provided for individuals retiring, resigning, terminating, or going on an extended leave of absence. This form must be completed before the final salary payment can be made. The supervisor's signature will indicate that obligations in that particular department and the University have been met.

When completed, this form must be submitted to the University Human Resources Office.

____ Returned Bear Card/Employee ID Card (Must be sent to Human Resources attached to this Checklist.)

____ Notified *retiring* employee that they must get a new ID Card (*No banking functions associated with this card.*)

____ Physical Plant (Returned keys to supervisor or the Physical Plant.)

____ Voice Mail Disconnected / Computer System Access Terminated

____ Worked with employee to ensure all contacts and relevant business materials have been provided to the supervisor

____ Turned in Final Time Report/Time Recap Sheet to Supervisor or Payroll

____ Accounting (Have all travel advances, personal purchases, university housing rental, or other accounts been settled?)

____ Returned University Credit Card(s) (telephone access and calling card, gasoline, bank charge, purchasing card, etc.)

____ Returned Uniforms and/or Other University Equipment

____ Library (Please contact the library to make sure the employee doesn't have outstanding library materials or fines.)

____ Is there a need to re-key or re-code security systems? Yes No

____ Exit Interview with Human Resources (If not previously scheduled, please call ext 2789.)

____ Has all grade information retained by the faculty member been turned over to the Dean or his/her designate? _____
(Initials)

____ Forwarding Address for W-2, if Moving or Relocating:

(Supervisor's Signature)

(Date)

____ **I acknowledge receipt of the *Notice of Employee COBRA Rights.***

(Employee's Signature)

(Date)