

FULL-TIME EMPLOYEE'S SEPARATION CHECK-OUT LIST

This form is to be initiated by the employee's supervisor and must be submitted to the Business Services Manager prior to the release of the final paycheck. **PLEASE NOTE:** All full-time employees must be signed out by the A.S. Business Office when separating. This completed form will be kept in the employee's personnel file at the Business Office.

PART I - TO BE COMPLETED BY IMMEDIATE SUPERVISOR & EMPLOYEE

Name: _____ Separation Date: _____

Red ID#: _____ Position Title: _____

Department: _____

Check one: Full-Time Salaried Full-Time Hourly Part-Time (Non-Student)

Forwarding Address For W-2: _____

ITEMS

- Badge Returned
- Internal Keys Returned
- Long Distance Authorization Card Returned
- P Card
- Telephone/Voicemail Access Code
- I.D. Card
- Cell Phone

SIGNATURE

Immediate Supervisor

PART II - ITEMS TO BE RETURNED PRIOR TO MEETING WITH A.S. BUSINESS OFFICE

ITEMS

- University Keys Returned to Public Safety Office
- University Parking Permit Returned to Cashier's Office

SIGNATURE

Public Safety Department Date

University Cashier's Office Date

PART III - A.S. BUSINESS OFFICE TO COMPLETE WITH EMPLOYEE

ITEMS

- Cobra Forms Reviewed
- P.E.R.S Retirement Account
- TIAA-CREF Retirement Account

SIGNATURE

A.S. Business Office Representative Date

Employee's Signature Date

(OFFICE USE ONLY)

- Remove from A.S. Network/Public Groups
- Travel Advance Cleared
- Long Distance Authorization Card Canceled
- Payroll Advances Cleared
- Accounts Receivable Cleared
- Miscellaneous Deductions
- Health Insurance Adjusted
- Dental Insurance Adjusted
- Life Insurance Adjusted
- LTD Insurance Adjusted
- Flex Benefit Adjusted
- Vision Insurance Adjusted
- Delete From T.N.S. Telephone Directory
- Delete From Drivers List (Pull Program)
- Delete Copy Code
- Parking/Payroll Deduction
- Final Paycheck Issued
- Personnel Transaction Form Completed
- Remove from Kronos
- Remove from MIP
- Cancel P Card