



## 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 Human Resources Director prior to the release of the final paycheck. **PLEASE NOTE:** All full-time employees must be signed out by the Human Resources Director 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: \_\_\_\_\_

Classification (Check one):  Exempt  Non-Exempt  Temporary

Forwarding Address For W-2: \_\_\_\_\_

#### ITEMS TO BE RETURNED

- |   |   |
|---|---|
| <input type="checkbox"/> Badge                            | <input type="checkbox"/> I.D. Card              |
| <input type="checkbox"/> Internal Keys                    | <input type="checkbox"/> Cell Phone             |
| <input type="checkbox"/> Long Distance Authorization Card | <input type="checkbox"/> P Card/Credit Cards    |
| <input type="checkbox"/> Telephone/Voicemail Access Code  | <input type="checkbox"/> Collect Business Cards |

#### SIGNATURE

\_\_\_\_\_  
Immediate Supervisor

### PART II - TO BE RETURNED PRIOR TO MEETING WITH HUMAN RESOURCES DIRECTOR

#### ITEMS

University Keys Returned to Public Safety Office

#### SIGNATURE

\_\_\_\_\_  
Public Safety Department Date

University Parking Permit Returned to Cashier's Office

\_\_\_\_\_  
University Cashier's Office Date

### PART III - TO BE COMPLETED BY THE HUMAN RESOURCES DIRECTOR WITH EMPLOYEE

#### ITEMS

- Cobra Forms Reviewed
- P.E.R.S Retirement Account
- TIAA-CREF Retirement Account
- Notice to Employee as to Change in Relationship
- "For Your Benefit" Pamphlet (DE 2320)

#### SIGNATURE

\_\_\_\_\_  
Human Resources Director Date

\_\_\_\_\_  
Employee's Signature Date

#### (OFFICE USE ONLY)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Remove from A.S. Network/Public Groups    | <input type="checkbox"/> Life Insurance Adjusted                 | <input type="checkbox"/> Final Paycheck Issued                      |
| <input type="checkbox"/> Travel Advance Cleared                    | <input type="checkbox"/> LTD Insurance Adjusted                  | <input type="checkbox"/> Personnel Transaction Form Completed       |
| <input type="checkbox"/> Long Distance Authorization Card Canceled | <input type="checkbox"/> Flex Benefit Adjusted                   | <input type="checkbox"/> Remove from Kronos                         |
| <input type="checkbox"/> Payroll Advances Cleared                  | <input type="checkbox"/> Vision Insurance Adjusted               | <input type="checkbox"/> Remove from MIP                            |
| <input type="checkbox"/> Accounts Receivable Cleared               | <input type="checkbox"/> Delete From T.N.S. Telephone Directory  | <input type="checkbox"/> Cancel P Card                              |
| <input type="checkbox"/> Miscellaneous Deductions                  | <input type="checkbox"/> Delete From Drivers List (Pull Program) | <input type="checkbox"/> Cancel SIMS Access                         |
| <input type="checkbox"/> Health Insurance Adjusted                 | <input type="checkbox"/> Delete Copy Code                        | <input type="checkbox"/> Cancel RED ID Kiosk Access                 |
| <input type="checkbox"/> Dental Insurance Adjusted                 | <input type="checkbox"/> Parking/Payroll Deduction               | <input type="checkbox"/> Remove as "Authorized" Personnel - Various |