



SEPARATION OF EMPLOYMENT CHECKOUT

Read the [Separation Process](#) before completing this form.

Name: _____

Separation Effective Date: _____

Department:			Division:	
Reason for Leaving:				
Resignation	Termination	Leave of Absence	Retirement	
CLEARANCE:			Date:	

Administration & Finance Office: _____ Date: _____
I certify by affixing my signature above that the above named employee has returned all University keys.

Controller's Office: _____ Date: _____
I certify by affixing my signature above that the above named employee has no outstanding balances owing to the university and has returned all materials. (i.e. Cash Management, travel, payroll, pro-cards).

Foundation: _____ Date: _____
I certify by affixing my signature above that the above named employee has no outstanding balances or materials owed to Foundation.

Information Technology: _____ Date: _____
I certify by affixing my signature above that the above named employee has returned all University IT related equipment, i.e. Laptop.

Library: _____ Date: _____
I certify by affixing my signature above that the above named employee has returned all University library materials.

OSP&R: _____ Date: _____
(Office of Sponsored Programs & Research)
I certify by affixing my signature above that the above named employee has submitted all reports.

Police & Safety: _____ Date: _____
I certify by affixing my signature above that the above named employee has cleared fees and assessments.

Marauder Card: _____ Date: _____
I certify by affixing my signature above that the above named employee has returned all University property

Supervisor/Manager: _____ Date: _____
I certify by affixing my signature above that the above named employee has returned all University property.

Forwarding Address:

Human Resources: _____ Date: _____

Leave Balances: Vacation _____ Sick _____ Payout Eligible: Yes No

Separation Documentation: Employee Action Form Letter of Separation Exit Interview
COBRA: Accept: _____ Decline: _____ Initial: _____ Date: _____

	1	2	3	4	5	6	7	8	9	10
Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<hr/> <hr/>									

	1	2	3	4	5	6	7	8	9	10
Type of work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<hr/> <hr/>									

	1	2	3	4	5	6	7	8	9	10
The job met my expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<hr/> <hr/>									

	1	2	3	4	5	6	7	8	9	10
The schools commitment to customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<hr/> <hr/>									

	1	2	3	4	5	6	7	8	9	10
The schools commitment to its employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<hr/> <hr/>									

Please provide any additional information you feel could make a difference in our policies and practices.