

# SOUTHWESTERN UNIVERSITY

## Separation Procedures & Check-out Process

### Separation Procedures:

The primary purpose of this form is to ensure that all financial obligations to Southwestern University are met and that all equipment belonging to Southwestern is returned before a terminating employee leaves the University. Account managers/supervisors are charged with the responsibility of initiating the termination process. The date of initiation should be no less than ten (10) working days prior to the terminating employee's last working day. Those employees who hold split appointments (faculty and staff) are to receive clearance administratively from all individuals to whom they report. The process should be initiated by the staff administrator. A "no" answer requires action by the employee or department. Employees cannot proceed to the next department in the termination process with a "no" response. Employees must hand carry the Termination Check-Out Form to the required offices for clearance. Individuals approving the employee's clearance must sign and date the approved form.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ SS# \_\_\_\_\_

Department: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Last day of work: \_\_\_\_\_

### DEPARTMENT RESPONSIBILITIES

	YES	NO
Has a Personnel Action Form been initiated notifying Human Resources of the employee's termination date?	<input type="checkbox"/>	<input type="checkbox"/>
Has Information Systems been notified of any password allowing access to the computer system or file server?	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee returned all department-issued uniforms, safety equipment, etc?	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

### Check-out Process

### EXITING EMPLOYEE RESPONSIBILITIES

#### LIBRARY

		YES	NO
Has the employee returned all books, paid all fines? Dependent Card(s)? _____		<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### BUSINESS OFFICE

	N/A	YES	NO
Has the employee returned all University credit cards (VISA, telephone, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee paid all outstanding tickets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee paid all outstanding travel advances & completed expense reports for all travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee paid in full for equipment purchased through salary reduction agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### CAMPUS POLICE

	YES	NO
Has the employee and Business Office been notified of any outstanding violations?	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### PHYSICAL PLANT

	YES	NO
Has the employee returned all keys to University buildings?	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE OF HUMAN RESOURCES

	N/A	YES	NO
Has the employee returned all personal and dependents' University identification card(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has employee completed, (including supervisor's signature) and returned final time sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for final paycheck: \_\_\_\_\_ Mail Check \_\_\_\_\_ \*\*Direct Deposit \_\_\_\_\_ Other (employee must make special arrangements with the Payroll Office).

Forwarding address for end of year W-2 Form:

\*\*(if canceling Direct Deposit, employee must complete the "Discontinue Direct Deposit" form).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Human Resources Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_