

## STAFF (NON-FACULTY) CHECK-OUT FORM

A staff member terminating employment with the University must clear all financial obligations to the University and return all University property **PRIOR TO RECEIPT OF THE FINAL PAYROLL CHECK.**

**Name:** \_\_\_\_\_ **Southeast ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Last Day of Employment:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**THE TERMINATING EMPLOYEE SHOULD OBTAIN ALL SIGNATURES BELOW AND RETURN THE COMPLETED FORM TO HUMAN RESOURCES ON THE LAST WORKING DAY.**

The following departments certify that no property or charges are due from the above-named employee:

- (A) **FACILITIES MANAGEMENT** (*Keys, Uniforms*) \_\_\_\_\_  
 Facilities Mgmt. Service Center, 610 Washington Ave., Ext: 2331
  
- (B) **KENT LIBRARY** (*Borrowed materials, books, etc.*) \_\_\_\_\_  
 Kent Library, Circulation Department, Ext: 7308
  
- (C) **TEXTBOOK SERVICES** (*Borrowed Textbooks*) \_\_\_\_\_  
 Kent Library, Room 123, Ext: 2236
  
- (D) **ACCOUNTS PAYABLE** (*Chrome River/Purchasing Card*) \_\_\_\_\_  
 Academic Hall 200, Ext: 2848
  
- (E) **STUDENT FINANCIAL SERVICES** (*Outstanding Debts*) \_\_\_\_\_  
*Must check both AR Other and On-Account and be approved by an Accounts Supervisor*  
 Academic Hall 019, Ext: 2253
  
- (F) **EMPLOYEE'S SUPERVISOR** (Clearance from dept., along with  
 the *completed Termination Report form submitted to HR*) \_\_\_\_\_
  
- (G) **HUMAN RESOURCES** (*see items below*) \_\_\_\_\_  
 Academic Hall 012, Ext: 2206

<b>Retiring from the University?</b>	<b>YES</b>	<b>NO</b>	<b>If NO, Parking Tag:</b>	<b>Employee ID:</b>
<b>Fee Waiver application (prior 6 months)?</b>	<b>YES</b>	<b>NO</b>		
<b>University-Provided Vehicle?</b>	<b>YES</b>	<b>NO</b>		
<b>Exit Interview Survey Completed?</b>	<b>YES</b>	<b>NO</b>		

The Exit Interview Survey can be accessed at: [https://semohr.az1.qualtrics.com/jfe/form/SV\\_bNlxXPTyon3P6AZ](https://semohr.az1.qualtrics.com/jfe/form/SV_bNlxXPTyon3P6AZ)

You may also access the survey from the link on the Human Resources Page >> Human Resources Forms >> Separation >> Exit Interview Questionnaire (Online Form), or you may contact Human Resources at 651-2206.