FACULTY CHECK-OUT PROCEDURE

A faculty member leaving the employment of the university should clear all financial obligations to the University and return all University property prior to the receipt of the final payroll check.

Department Chairpersons should verify the faculty member’s clearance with the units listed below except for (A), (I), and (J). Verification may be done by telephone. (A) FACILITIES MANAGEMENT (keys), (I) ACCOUNTING SERVICES (purchasing card), and (J) HUMAN RESOURCES (parking pass & ID) must be turned in to the appropriate office in person by the faculty member.

Check for Verification

(A) FACILITIES MANAGEMENT (2331) - number of keys ________________
(B) STUDENT FINANCIAL SERVICES (2253) financial obligations ________________
(C) TEXTBOOK SERVICES (2236) ________________
(D) SOUTHEAST BOOKSTORE (2220) ________________
(E) KENT LIBRARY (2741) - borrowed materials, books, etc. ________________
(F) OFFICE OF THE DEAN - College - related keys, audio-visual materials, non-dept. equipment ________________
(G) DEPARTMENTAL CHAIRPERSON - gradebooks, student advising folders and all other university-owned supplied books and equipment ________________
(H) ACCOUNTS PAYABLE (2534) Academic Hall 200 (travel advance) ________________
(I) ACCOUNTING SERVICES (2076) Academic Hall 200 (purchasing card) ________________
(J) HUMAN RESOURCES (2206) Academic Hall 012 (parking pass and ID) ________________

FORWARDING ADDRESS:

_________________________________________________________________
_________________________________________________________________

Mail completed form to Human Resources, Mail Stop 3150.

NOTE: This form is to be used for all continuing faculty who are leaving the University and for all faculty on term appointments if the appointments have not been renewed prior to the end of the last pay period. This form should not be used for graduate assistants.

If the terminating faculty member is a Chairperson, the college dean should make the appropriate verifications and sign in place of the chairperson.

__________________________________________
Chairperson Signature

Updated 05/23/16