STEPHEN F AUSTIN STATE UNIVERSITY *Departmental Checkout Form*
For
Faculty, Staff, Retiree or Graduate Assistant *Upon End of Assignment*

Name: _____ Department: _____

Campus ID: _____ Effective Date: _____

The following checkout procedure will help ensure that all business is completed at the end of an assignment. The checkout must be initiated by a department designee upon an employee leaving for one of the following reasons: transfer to another department; separation from the university; retirement from the university; or extended leave.

The employee should contact HR for an appointment, ext. 2304, to schedule the exit meeting in the last week but prior to the last day of their assignment.

The signature of the department official shown below will certify that these matters were performed on or before the last day of assignment.

Department's Exit Duties:

- ☐ **EPAF submitted**
- ☐ Exit interview scheduled with HR
- ☐ All travel vouchers and reimbursements submitted
- ☐ UPD notified for alarm codes & dept. roster
- ☐ Keys collected
- ☐ Parking pass collected
- ☐ Uniforms returned
- ☐ Equipment/tools returned
- ☐ P-Card and Travel card returned to Procurement & Business Services
- ☐ Gas card returned to Grounds/Transportation
- ☐ Safety equipment returned/property inventory processed (for account managers)
- ☐ Call Property Manager (ext. 4618) to check inventory list (**REQUIRED**)
- ☐ Time and leave records entered in TimeClockPlus *(if applicable)*
- ☐ All proxy records have been removed
- ☐ Externally funded project computer files, research data files, reports, and other pertinent records transferred to the department (call ORSP ext. 6606)

Department Official Signature

_____

Employee Signature – Date

_____

Please forward this completed form to Human Resources for the employee's personnel file at P. O. Box 13039 or fax to 936-468-1104.