

# CHECK-OUT FORM

Persons Separating Employment with **Southern University-Shreveport** (Retirees, Resignations, Leave of Absence for one Semester or more, etc.)

*This form **MUST** be completed and returned to the office of Human Resources prior to release of the employee's final paycheck and also at least three (3) days prior to the Final Date of Employment.*

DATE: \_\_\_\_\_

REASON FOR CHECK-OUT: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

*(If Applicable)* \_\_\_\_\_

Signatures of the persons below certify to the Chancellor that all responsibilities of the employee to the units headed by that person have been completed.

KEYS TURNED IN: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(University Police Department)*

TRAFFIC/PARKING: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(University Police Department)*

LIBRARY OBLIGATIONS: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Director of Libraries)*

DEPARTMENT OBLIGATIONS: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Department Head)*

ITC INVENTORY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Information Technology & Communications)*

CREDIT CARDS: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Telephone, air travel, Auto Rental, AMEX, etc.)  
*(Business Office)*

COLLEGE/SCHOOL OR \_\_\_\_\_ DATE: \_\_\_\_\_  
OTHER UNIT OBLIGATIONS, WHERE APPLICABLE  
*(Dean or Unit Head)*

FOR FACULTY: GRADES TURNED IN \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Registrar Office)*

FINANCIAL OBLIGATION/Other: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Comptroller's Office*

INVENTORY \_\_\_\_\_ DATE: \_\_\_\_\_  
CERTIFICATION  
*(Property Manager)*

I.D. BADGES/EXIT INTERVIEW \_\_\_\_\_ DATE: \_\_\_\_\_  
COMPUTER LOG-ON  
*(Human Resources)*

**\*SEE REVERSE SIDE FOR DIRECTIONS/PROCEDURES**

## **DIRECTIONS/PROCEDURES**

### **TRAFFIC AND PARKING**

Hang Tag must be returned and all fines or tickets must be paid before clearance is granted.

### **CREDIT CARD**

American Express Corporate Card must be returned.

### **INVENTORY CERTIFICATION**

This only applies to Budget Unit Heads and other individuals responsible for property at the University which would include grant/special projects Directors and Investigators.

### **FINANCIAL OBLIGATIONS/OTHER**

- (1) An employee having any of the following outstanding obligations must be paid before clearance is granted ---Petty Cash Advances, Travel Advances, Executed Responsibility Forms, Payroll Deductions, NSF Checks, Account Receivables, etc.
- (2) Employees performing research or other work on grants and special projects must clear with the appropriate grants/special project Director and/or Dean.