

Employee Separation Checkout Form

This form is to be completed by department chair/director or his/her designee.

Employee Name: _____ Title: _____ E#: _____
Position #: _____ Last Day Worked: _____ Contract Period: Completed [] Terminated Early []
Transferring within ETSU from: _____ to _____
Transferring within TBR from ETSU to: _____

Department head or designee is required to call all numbers listed below for clearance*

DEPARTMENT

Table with 3 columns: Department Item, Person Clearing, Date. Rows include Keys, Books, Equipment, Grade book, Pager, Telephone Charges, Telephone Pin # (94648).

LIBRARY (COM 96253) (Sherrod 94303)

Table with 3 columns: Department Item, Person Clearing, Date. Rows include Books, Equipment.

FINANCIAL SERVICES

Table with 3 columns: Department Item, Person Clearing, Date. Rows include Financial Manager (94316), Banking Credit Cards (94414), Parking (95650), Bursar (95894), Payroll (96581), TRS timekeeper Approver, Wireless Phone Allowance.

Wireless Phone Allowance (Complete "Wireless Phone Allowance Request/Cancellation Form", Mark Cancellation)

BucsID

Table with 3 columns: Department Item, Person Clearing, Date. Rows include Onity Access (idbucs@etsu.edu), CBORD Access (idbucs@etsu.edu).

PROCUREMENT

Table with 3 columns: Department Item, Person Clearing, Date. Rows include Procard (94741), Travel Advances (96113).

HUMAN RESOURCES

Table with 3 columns: Department Item, Person Clearing, Date. Rows include Moving Expenses (97089), Tuition Reimburse (97089).

INFORMATION TECHNOLOGY

Table with 3 columns: Department Item, Person Clearing, Date. Row include Oracle Access (94648).

EMPLOYEE IS (check one): [] Cleared [] Not cleared, why: _____

Form Completed by: _____ Title: _____ Date: _____

FAILURE TO PROVIDE THE OFFICE OF HUMAN RESOURCES WITH A COMPLETED COPY OF THIS FORM SEVEN (7) DAYS PRIOR TO THE EMPLOYEE'S LAST PAYDAY MAY RESULT IN HIS/HER FINAL CHECK BEING DELAYED

OFFICE OF HUMAN RESOURCES USE ONLY

CLEARED: Retirement: [] Insurance: [] Disposition of Remaining Pay: [] Computer Accounts: [] TRS: []
Other (Specify): _____

FINAL CLEARANCE (check one): Cleared [] Not Cleared []

Office of Human Resources Title Date

Employee Specific Information

Since Last Payroll:
Number of Annual Leave Days taken: _____
Number of Sick Leave Days taken: _____
Timecard- Copy to be attached []
If Marketplace/Online Payment site access, email businessoffice@etsu.edu []
ID Card - Original to be attached []
Employee is Building Coordinator: Yes [] No []
Building: _____

FORWARDING ADDRESS:

Other items to be cleared (specify):

EMPLOYEE SIGNATURE:

Date: _____

Reminder: Exiting Employees should maintain E#. Access will be available via GoldLink for personal/payroll info.

Optional: The Exit Interview form may be completed. (http://www.etsu.edu/humanres/documents/exit.docx)