

Final date of employment 20\_\_\_\_\_

Name \_\_\_\_\_

WSC ID # \_\_\_\_\_

### EXIT CHECKOUT

All of the following steps must be completed by all terminating employees (unless noted by Human Resources) and the form returned to the Human Resources office (321 Taylor Hall), along with a final timesheet or report (classified & administrative employees), before a final paycheck and any other required payments can be processed.

#### REQUIRED SIGN-OFFS:

- Keys returned: \_\_\_\_\_  
Facilities Services – Whipp Maintenance Bldg.
- Keycard-staff ID card returned: \_\_\_\_\_  
MountaineerCard Office – 106A College Center
- All books returned/fees paid: \_\_\_\_\_  
Savage Library – front desk
- Outstanding travel advances cleared:  
& travel credit card returned: \_\_\_\_\_  
Accounting – 328D Taylor Hall
- Returned procurement credit card: \_\_\_\_\_  
Purchasing – 328J Taylor Hall
- Email account closed / LD closed: \_\_\_\_\_  
Computer Services – 125 Taylor Hall
- Returned all institutional property, advisee  
folders, and provided copies of grade books: \_\_\_\_\_  
Your Supervisor, Department Chair, or Director
- Grades in and incomplete forms addressed:  
(faculty only) \_\_\_\_\_  
Registrar – 300 Taylor Hall
- Account balance equal to zero: \_\_\_\_\_  
Cashier – 314 Taylor Hall

**FORWARDING ADDRESS:** Street: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

- REASON:**
- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Voluntary resignation | <input type="checkbox"/> Retirement | <input type="checkbox"/> Contract ended            |
| <input type="checkbox"/> Layoff                | <input type="checkbox"/> For cause  | <input type="checkbox"/> Temporary job ended       |
| <input type="checkbox"/> Abandoned job         | <input type="checkbox"/> At – Will  | <input type="checkbox"/> Classified administrative |

#### FINAL PAYCHECK:

- ▶ Do you want your final paycheck to be:  **direct deposited\***  **by check**  
*If on direct deposit AND your last day is the last working day of the month, any vacation or other payouts owed will be paid by separate check mailed to the forwarding address above unless other arrangements are made. Direct deposits can only be made on last working day of the month. \*WOL access remains available after separation for payroll view.*
- ▶ Do you want health/dental/vision insurance premium(s) deducted from your final paycheck?  
 **YES**, I want insurance premiums deducted from my final paycheck; I understand that my insurance coverage will end on \_\_\_\_\_.  
 **NO**, I do not want insurance premiums deducted from my last paycheck; I understand that my insurance coverage will end on \_\_\_\_\_ (only available for exempt employees).

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_  
**Final date of employment**

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ WSC ID # \_\_\_\_\_

**\*\*\*Checklist for Human Resources use only\*\*\***

- \_\_\_\_\_ Written resignation received
- \_\_\_\_\_ *Classified:* resignation acknowledgement sent
- \_\_\_\_\_ Email notification to departments/directory
- \_\_\_\_\_ Final evaluation received
- \_\_\_\_\_ Final evaluation received for subordinates
- \_\_\_\_\_ *Classified/Admin:* Final timesheet/absence report received
  
- \_\_\_\_\_ Life insurance portability/convertibility notice (with application for exempt)
- \_\_\_\_\_ *Admin/Faculty:* terminated in Anthem BCBS     Payflex     VSP     Voluntary life
- \_\_\_\_\_ *Classified:* terminated benefits in BenefitSolver     Retirement: \_\_\_\_\_
- \_\_\_\_\_ *Admin/Faculty:* COBRA notice with enrollment form
  
- \_\_\_\_\_ **(VPO)** Vacation payout: \_\_\_\_\_ hours
- \_\_\_\_\_ **(HOL)** Holidays owed: \_\_\_\_\_ hours
- \_\_\_\_\_ **(OT)** *Classified:* Overtime owed: \_\_\_\_\_ hours without shift differential  
(CMT - Comp.time equivalent: \_\_\_\_\_)
- \_\_\_\_\_ **(SPO)** *Classified:* Sick leave conversion paid  
at 4:1 for retirees or deceased: \_\_\_\_\_ hours
- \_\_\_\_\_ **(SFA)** *Classified:* Shift A differential \_\_\_\_\_ hours
- \_\_\_\_\_ **(SFB)** *Classified:* Shift B differential \_\_\_\_\_ hours
- \_\_\_\_\_ **OTHER:** \_\_\_\_\_ hours
  
- \_\_\_\_\_ *Classified:* Final PACE score entered in CPPSweb
- \_\_\_\_\_ *Classified:* PUF entered into CPPSweb
- \_\_\_\_\_ *PERA-covered employees:* online termination completed
- \_\_\_\_\_ *PERA-retirees:* online HAS report completed
  
- \_\_\_\_\_ *Admin/Faculty:* Notification sent to Board of Trustees
  
- \_\_\_\_\_ Banner approval queues transferred
- \_\_\_\_\_ Forwarding address entered in Banner
- \_\_\_\_\_ Employee terminated in Banner and reason entered
- \_\_\_\_\_ Email address removed from mailing lists
- \_\_\_\_\_ Criminal background check & administrative leave files moved into permanent employee file
- \_\_\_\_\_ Employee file complete; moved to inactive files