

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 (217 Ute 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
- Outstanding travel advances cleared:
& travel credit card returned: _____
Accounting – 235 Ute Hall
- Returned procurement credit card: _____
Purchasing - 233 Ute Hall
- Email account closed / LD closed: _____
Computer Services - 105 Taylor Hall
- Returned all institutional property, advisee
folders, and provided copies of grade books: _____
Department Chair, Director or Supervisor
- Grades in and incomplete forms addressed:
(faculty only) _____
Registrar – 120 Ute Hall
- Account balance equal to zero: _____
Cashier - 118 Ute 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.
- ☞ Do you want health/dental 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
- _____ Email notification to departments
- _____ Final evaluation received
- _____ Final evaluation received for subordinates
- _____ Final timesheet/absence report received

- _____ Life insurance portability/convertibility notice (with application for exempt)
- _____ *Admin/Faculty:* faxed termination to Anthem BCBS Payflex Retirement
Classified: terminated benefits in BenefitSolver
- _____ COBRA notice with enrollment form

- _____ **(VPO)** Vacation payout: _____ hours
- _____ **(HOL)** Holidays owed: _____ hours
- _____ **(OT)** *Classified:* Overtime owed: _____ hours without shift differential
- _____ **(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
- _____ Criminal background check & administrative leave files moved into permanent employee file
- _____ Employee file complete; moved to inactive files