

Saint Francis University Employee Outprocessing Checklist

Employee: _____ Last date worked: _____

Instructions:

Sign and return this form to the Human Resources Office on or before your last day of work. Return any equipment/items belonging to the University to the appropriate personnel below. Your final pay will be issued upon receipt of this checklist and payment of any personal expenses has been made.

	Confirmed by (appropriate personnel):
*Keys returned to Physical Plant Department	
*ID and hangtag returned to Police Department	
*Credit card returned to Purchasing The last cycle and/or current cycle P-Card statement must be turned in the same time the P-Card is.	
*Cell Phone to IT Services If keeping personal cell phone line, transfer must be completed within five (5) working days or the line will be cancelled.	
*Laptop and other equipment belonging to University returned.	
*Other expenses reimbursed/paid to the University	
*Uniforms returned (Physical Plant, Dining Services, Police personnel)	
*Vacation leave used during present month verified by employee and supervisor. ____ vacation days / hours used for month of _____.	
Note: This section may not apply to Athletic department staff hired after May 2012.	
Office and files have been checked by Administrator/Supervisor	

Department director has notified IT to close email account on the last day of work: Yes No

Signature of Employee

Date

Signature of Dept. Director

Date

To be completed by Human Resources:

- | | |
|---|---|
| <input type="checkbox"/> Exit interview completed. | <input type="checkbox"/> Benefits explained. |
| <input type="checkbox"/> Arrangements for final pay and payment of earned unused vacation leave (if appropriate). | <input type="checkbox"/> Forwarding address provided. |
| | <input type="checkbox"/> Other |