

CHECK-OUT FORM

RESET FORM

Persons Separating Employment with Southern University – Baton Rouge
Retirees, Resignations, etc., Leave of Absence for One Semester or more

PRINT FORM

THIS FORM MUST BE COMPLETED AND RETURNED TO THIS OFFICE OF HUMAN RESOURCES PRIOR TO RELEASE OF THE EMPLOYEES FINAL PAYCHECK & ALSO AT LEAST THREE (3) DAYS PRIOR TO FINAL DATE OF EMPLOYMENT.

Date: _____

Reason for Check-Out: _____

Name of Employee: _____

SSN: xxx-xx-

Home Address: _____

Mailing Address: _____

Home Phone Number: _____

Forwarding Address: _____

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

Employees Signature:

_____ DATE

For Faculty: GRADES TURNED IN:

REGISTRAR- T. H. Harris Hall, 1 Floor _____ DATE

College/School or Other Unit:

DEAN OR UNIT HEAD _____ DATE

Department Obligations and Inventory:

EXECUTIVE VICE-CHANCELLOR/PROVOST-J. S. Clark Admin, 3rd Floor _____ DATE

DEPARTMENT HEAD _____ DATE

Keys Turned In:

PHYSICAL PLANT-Benjamin Kraft Building _____ DATE

**Credit Cards: Telephone, Air Travel:
Auto Rental, American Express:**

FACILITIES OPERATIONS - Building 171, Central Receiving Bldg _____ DATE

Inventory Certification:

PROPERTY MANAGER- Building 171, Central Receiving Bldg _____ DATE

Library Obligations:

DEAN OF LIBRARY-John B. Cade Library, 2nd Floor _____ DATE

Traffic/Parking Obligations:

CAMPUS POLICE-TRAFFIC PARKING-Williams L. Pass Station _____ DATE

Grants and Special Projects:

OFFICE OF SPONSORED PROGRAMS-730 Harding Blvd _____ DATE

**Financial Obligations/Other: **
(Have been cleared except as noted below)**

**COMPTRROLLER'S OFFICE-J. S. Clark Administration Bldg, 2nd Floor _____ DATE

Computer Access

TECHNOLOGY NETWORK SERVICES-J. B. Moore Hall _____ DATE

I.D. Badges/Exit Interview Form

HUMAN RESOURCES-J. S. Clark Administration Annex, 1st Floor _____ DATE

****COMPTRROLLER'S OFFICE NOTE:** Where financial obligations are indicated above, funds will be deducted from employee's terminal pay.

DIRECTIONS/PROCEDURES

TRAFFIC AND PARKING: Hang Tag must be turned in and all fines or tickets must be paid before clearance is granted.

CREDIT CARD: American Express Corporate Card will have to be turned in.

INVENTORY CERTIFICATIONS: This only applies to Budget Unit Head and other individuals responsible for property at the University which would include Grants/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.

MEMORANDUM **COMPTROLLER'S OFFICE**

FROM: Celeste Wilkerson, Interim Associate Comptroller

DATE: July 16, 2003

SUBJECT: Employee Check-Out Procedures

In order to improve the employee check-out process and to ensure that no employee is inappropriately approved for final check-out, we have revised our check-out procedures. Therefore, all employees are required to leave their check-out forms with the Comptroller's Office Receptionist and pick-up completed form the following day.

Please disseminate this memorandum throughout Southern University at Baton Rouge campus.

Thank you for your cooperation

CW/JMJ

Cc: Mr. Flandus McClinton, Jr.
Mrs. Gwendolyn Bennett