

# CHECK-OUT FORM

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

**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.**

<b>Employees Signature:</b>		DATE
<b>For Faculty: GRADES TURNED IN:</b>	REGISTRAR- T. H. Harris Hall, 1 Floor	DATE
<b>College/School or Other Unit:</b>	DEAN OR UNIT HEAD	DATE
	EXECUTIVE VICE-CHANCELLOR/PROVOST-J. S. Clark Admin, 3 <sup>rd</sup> Floor	DATE
<b>Department Obligations and Inventory:</b>	DEPARTMENT HEAD	DATE
<b>Keys Turned In:</b>	PHYSICAL PLANT-Benjamin Kraft Building	DATE
<b>Credit Cards: Telephone, Air Travel: Auto Rental, American Express:</b>	FACILITIES OPERATIONS - Building 171, Central Receiving Bldg	DATE
<b>Inventory Certification:</b>	PROPERTY MANAGER- Building 171, Central Receiving Bldg	DATE
<b>Library Obligations:</b>	DEAN OF LIBRARY-John B. Cade Library, 3 <sup>rd</sup> Floor	DATE
<b>Traffic/Parking Obligations:</b>	CAMPUS POLICE-TRAFFIC PARKING-Williams L. Pass Station	DATE
<b>Grants and Special Projects:</b>	OFFICE OF SPONSORED PROGRAMS-730 Harding Blvd	DATE
<b>Financial Obligations/Other: ** (Have been cleared except as noted below)</b>	**COMPTRROLLER'S OFFICE-J. S. Clark Administration Bldg, 2 <sup>nd</sup> Floor	DATE
<b>Computer Access</b>	TECHNOLOGY NETWORK SERVICES-J. B. Moore Hall	DATE
<b>I.D. Badges/Exit Interview Form</b>	HUMAN RESOURCES-J. S. Clark Administration Annex, 1 <sup>st</sup> 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.

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## **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