

BAYLOR UNIVERSITY
FACULTY/STAFF SEPARATION PROCESSING FORM

THIS CONFIDENTIAL FORM MUST BE COMPLETED TO INSURE TIMELY PROCESSING OF FINAL PAYCHECK.

LAST NAME FIRST MI BAYLOR ID NUMBER LAST WORK DAY

FORWARDING ADDRESS: STREET/RT/BX CITY STATE ZIP

A/C PHONE NUMBER DEPARTMENT NAME

THE EXITING EMPLOYEE AND THEIR DEPARTMENT'S DESIGNEE ARE TO COMPLETE **SECTIONS 'A' AND 'B'** OF THE FOLLOWING CHECKLIST AS APPLICABLE.
SECTION 'C' WILL BE COMPLETED DURING THE EXIT PLANNING APPOINTMENT WITH HUMAN RESOURCES **ON OR BEFORE** THE LAST WORK DAY.
PLEASE CONTACT HUMAN RESOURCES AT (254) 710-2000 TO SCHEDULE AN EXIT PLANNING APPOINTMENT.

A. DEPARTMENT CLEARANCE

	EMPLOYEE'S INITIALS	DATE	VERIFIED BY: DEPT REPRESENTATIVE	DATE
1. UNIVERSITY PROPERTY RETURNED (PHONE, LAP TOP, BLACKBERRY, ETC.)	_____	_____	_____	_____
2. TRANSFER BUSINESS FILES TO DEPARTMENT DESIGNATED EMPLOYEE	_____	_____	_____	_____
3. LAB/WORK AREA CLEANED	_____	_____	_____	_____
4. UNIFORMS RETURNED	_____	_____	_____	_____
5. HAZARDOUS MATERIALS LABELED	_____	_____	_____	_____

B. MISCELLANEOUS CHARGES CLEARANCE

	EMPLOYEE'S INITIALS	DATE	DEPT REPRESENTATIVE	DATE
1. BOOKSTORE CASHIER'S OFFICE* (710-6975)	_____	_____	_____	_____
2. PURCHASING AND TRAVEL CARD* (710-8637)	_____	_____	_____	_____
3. LIBRARY BOOKS* (710-6703)	_____	_____	_____	_____
4. TELEPHONE LONG DISTANCE CHARGES*	_____	_____	_____	_____
5. HEALTH CENTER PHARMACY* (710-4991)	_____	_____	_____	_____
6. ACCOUNTS PAYABLE* (710-8672) (For Outstanding Group Travel Advances)	_____	_____	_____	_____

*Amount to be deducted from final paycheck, unless other arrangements have been made.

IF APPLICABLE, EMPLOYEE MUST CONTACT THE FOLLOWING:

7. PAYROLL (FINAL MILEAGE REPORT) 710-2217	_____	_____	_____	_____
8. STUDENT FINANCIAL AID (TUITION REMISSION) 710-2611	_____	_____	_____	_____
9. ITS HELPDESK *TO RETAIN ALUMNI EMAIL (710-4357)	_____	_____	_____	_____

C. HUMAN RESOURCES

	EMPLOYEE'S INITIALS	DATE	HUMAN RESOURCES REPRESENTATIVE	DATE
1. INSURANCE PRODUCTS	_____	_____	_____	_____
2. RETIREMENT INCOME PLAN	_____	_____	_____	_____
3. EXIT PLANNING APPOINTMENT	_____	_____	_____	_____
4. ID CARD(S) RETURNED	_____	_____	_____	_____
5. PARKING DECAL(S) RETURNED (UNLESS RETIRING)	_____	_____	_____	_____
6. OFFICE/DESK KEYS RETURNED	_____	_____	_____	_____
7. PURCHASING OR TRAVEL CARD(S) RETURNED	_____	_____	_____	_____

The information noted above is true and correct.

FACULTY/STAFF MEMBER DATE

HUMAN RESOURCES DATE