

Faculty/Staff Exit Procedure Form

As part of your separation from Campbell University, you are required to return any University property that was issued to you as a result of your employment with Campbell University. Please bring this form to the departments listed below. They shall signify that you have returned any University issued property or that none was issued. **This completed form must be returned to the Human Resources Department.** Upon receipt, the Human Resources Department shall authorize the release of your last paycheck.

Name: _____
Last First MI

ID #: _____ Date: _____ Last Day of Work: _____

FACULTY ONLY: Academic Records YES NO Grades Turned in (Records Office)

FACULTY & SALARIED STAFF ONLY:

_____ Unused vacation time (accrued number of days) _____ (Supervisor Signature)

FACULTY, SALARIED AND HOURLY STAFF: (Each department shall initial in the blank below)

- YES NO N/A _____ Disable Email Account (ITS)
- YES NO N/A _____ Disable Colleague/Blackboard Account (ITS)
- YES NO N/A _____ Clear Tuition Assistance (Student Financial Aid Office)
- YES NO N/A _____ Return Keys (Physical Plant)
- YES NO N/A _____ Clear Account with Accounting Office
- YES NO N/A _____ Return ID Card (Human Resources)
- YES NO N/A _____ Insurance Card / Cobra (Human Resources – Benefits)
- YES NO N/A _____ Cancel Direct Deposit – (Human Resources)
- YES NO N/A _____ Optional Insurance (Human Resources – Benefits)
- YES NO N/A _____ Return Policy Handbook (Human Resources)
- YES NO N/A _____ Final Payment Authorized (Human Resources)
- YES NO N/A _____ Return all University Property (Computer, Cell, Beeper, Laptop & Credit Card/s, etc.) *Circle any that apply.*

(Supervisor signature _____)

Final Paycheck to be sent to your direct deposit account. Direct deposit account will be discontinued after final paycheck.

HUMAN RESOURCES DEPARTMENT USE ONLY:

Processed by: _____ Date: _____
Print Name

Signature: _____