SOUTHEASTERN LOUISIANA UNIVERSITY

**EXIT CHECKOUT FORM**

Name: W#

Forwarding Address:

City, State, Zip:

***(Note: this is where W-2 will be mailed)***

Employee Type:  Faculty  Lecturer  Classified Staff  Unclassified Staff

Graduate Student Staff  Housing Resident Assistant

*The following checklist must be completed prior to your leaving the University.*

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The Controller’s Office will be authorized to make final payment of salary

when notified by the Human Resources Office that all items have been checked and cleared.

If necessary, final checks will be held in the Human Resources Office until checkout is completed.

1. Department:

Locker keys returned

Fuelman card returned

Uniforms returned

Radio returned

University cell phone returned

SLU Department equipment returned

Office/desk inventory checked

Final time card and absence request have been submitted

Copy card returned

P-card and/or any needed receipts returned

All directories and files cleared from office computer

Filing cabinet and/or desk keys returned

Personal property removed from office

Non-office workspace (lab, workroom, etc.) is clean and in order

Procedure & software manuals, etc returned

Records (electronic and paper) are in order and located:

Removed from departmental mail boxes

Removed from departmental telephone and e-mail directories

External systems passwords and logins given to Manager

Departmental post office keys returned

Tests in order

Desk copies of text returned

Grades submitted to Records & Registration and/or Department Head

Explanation of how final grade was derived submitted to Department Head

Attendance records submitted to Department Head

Arrangements made for students with incomplete grades

Final report/paperwork submitted to Office of Sponsored Research if grant PI

Other:

Authorized Department Signature:

1. Physical Plant (3333) or Residential Housing Keys issued?  Yes  No

Building/Office keys returned: key(s)#: ; ; ; ; ; ; ;

Authorized Physical Plant or Residential Housing Office Signature: