

SCSU Employee Exit Form

EMPLOYEE: Please schedule an appointment with Human Resources at least one week prior to your separation. Complete top portion of this form and return to your supervisor.

Employee Name: _____ Dept: _____

Forwarding Address: _____

Position Held: _____ Supervisor's Name: _____

Hire Date: _____ Separation Date: _____

Settlement of University Property/Accounts

I have received all SCSU property, including keys issued to _____
employee name

Supervisor Signature

Date

I am fully aware that all University property must be returned and any outstanding monetary obligations (parking and/or library fines) must be settled prior to leaving employment at SCSU. It is my responsibility to return parking permit(s) to Public Safety for a possible refund. If I am a Supervisor, I will complete all Performance Evaluations that are due before my last day of work.

Employee Signature

Date

Human Resource Office Use Only

The following offices have been notified by Human Resources of employee's separation date:

___ Center for Information Systems (terminate computer id's & phone access)

___ Business Office (terminate direct deposit & transfer budget responsibility, if any)

___ Public Safety (parking permit)

_____ Date above offices notified

_____ HR Staff initials

Is employee a retiree? ___ Yes ___ No

(If yes, employee may retain computer ID's for Internet connection and SCSU ID card)