



# Human Resources Department Faculty and Staff Checkout Form

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ DEPT: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

Street/Box Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

RESIDENCE TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ LAST DATE OF EMPLOYMENT \_\_\_\_\_

**SIGN IF ITEM(S) HAVE BEEN CLEARED BY YOU**

- |     |  |      |  |
|-----|--|------|--|
| 1.  | IMMEDIATE SUPERVISOR   | DATE |  |
| 2.  | UNIVERSITY POLICE (William Exum Center)                      | DATE |  |
| 3.  | LIBRARIAN (Blazer Library)                                   | DATE | Books  |
| 4.  | LOCKSMITH (Jordan Building)                                  | DATE | Keys   |
| 5.  | COMPUTER & INFORMATION SERVICES (ASB-3)                      | DATE | Cell phone, Calling Card,<br>Pager, Update Caller ID<br>& Voice Mail |
| 6.  | CASHIER (ASB-3)  | DATE | Accounts   |
| 7.  | SAFETY/COMPLIANCE OFFICER<br>(Physical plant employees only) | DATE |  |
| 8.  | ACCOUNTS PAYABLE   | DATE | Credit Cards   |
| 9.  | APPROPRIATE VICE PRESIDENT (S)                               | DATE |  |
| 10. | PAYROLL DEPARTMENT   | DATE |  |
| 11. | ID CARD SERVICES ROOM 317 ASB                                | DATE |  |
| 12. | HUMAN RESOURCES SERVICES                                     | DATE |  |