

BAYLOR UNIVERSITY

FACULTY/STAFF SEPARATION PROCESSING FORM

PERSONAL INFORMATION

LAST NAME	FIRST	MI	BAYLOR ID NUMBER	LAST DAY OF WORK
FORWARDING ADDRESS: STREET		CITY	STATE	ZIP
PHONE NUMBER	DEPARTMENT		MANAGER FULL NAME	

THE EXITING EMPLOYEE AND THEIR MANAGER/DEPARTMENT'S DESIGNEE ARE TO COMPLETE **SECTIONS 'A'** OF THE FOLLOWING CHECKLIST, AS APPLICABLE. **SECTION 'B'** IS TO BE COMPLETED BY THE EMPLOYEE. THIS FORM IS TO BE RETURN TO HUMAN RESOURCES **ON OR BEFORE** THE EXITING EMPLOYEE'S LAST DAY OF WORK.

A. DEPARTMENT CLEARANCE

<input type="checkbox"/> TECHNOLOGY ACCESS FORM- RETURN COMPLETED FORM TO HR WITH THIS FORM UPON COMPLETION
<input type="checkbox"/> UNIVERSITY PROPERTY RETURNED (CELL PHONE, LAP TOP, ETC)
<input type="checkbox"/> LOANER EQUIPMENT RETURNED
<input type="checkbox"/> PURCHASING OR TRAVEL CARD RETURNED
<input type="checkbox"/> TRANSFER BUSINESS FILES TO DEPARTMENT DESIGNATED EMPLOYEE
<input type="checkbox"/> LAB/WORK AREA CLEANED
<input type="checkbox"/> UNIFORMS RETURNED
<input type="checkbox"/> OFFICE KEYS RETURN TO KEY SHOP; 1919 SOUTH 1 ST

B. OUTSTANDING CHARGES - *As you exit Baylor University, you are responsible for ensuring that you do not have any outstanding charges within the university. Failure to do so may result in outstanding charges being deducted from your final paycheck.*

• BOOKSTORE CASHIERS OFFICE* (710-6975)
• PURCHASING AND TRAVEL CARD FEES* (710-8657)
• LIBRARY BOOKS* (710-6702)
• HEALTH CENTER PHARMACY * (710-4991)
• ACCOUNTS PAYABLE *(710-2415)
• FINAL MILEAGE – CONTACT PAYROLL (710-2217)
• TUITION REMISSION – CONTACT STUDENT FINANCIAL AID (710-2611)

FACULTY/STAFF MEMBER SIGNATURE	DATE	MANAGER/DEPARTMENT DESIGNEE SIGNATURE	DATE
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