

**University of Colorado at Boulder  
Departing/Transferring Employee Check-Out Form**

Last Day

Name \_\_\_\_\_ Employee ID \_\_\_\_\_ of Work \_\_\_\_\_  
Job Title \_\_\_\_\_ Department \_\_\_\_\_

Reason for termination \_\_\_\_\_

Liaison assisting with Check-Out: \_\_\_\_\_

**If your home address is changing, please inform your departmental liaison or Payroll and Benefits, for mailing your W-2 form.**

**Instructions:** Please complete the following check-out process *before* you leave the Boulder Campus. **Liaison:**

<u>Return the Following Items</u>	<u>Service Department/Location/Phone</u>	<u>√</u>	<u>N/A</u>
<b>Resignation Letter.</b> To: department payroll liaison.	Home Department		
<b>Keys.</b> To: Access Services; return receipt to home department.	Access Services, Stadium, Gate 9 (492-6601)		
<b>Parking Permit and Gate Card.</b> To: Parking & Transit Services for cancellation of payroll deduction (by 10 <sup>th</sup> of termination month).	Parking & Transit Services, Regent Drive (492-7384)		
<b>Buff One Card.</b> To: department payroll liaison (with protective sleeve and RTD Eco-Pass sticker), to return to Buff One office.	Home Department		
<b>A-Card.</b> To: department payroll liaison, who will cancel and destroy the card and disable Pendragon access if applicable.	Home Department		
<b>US Bank Card.</b> To: department payroll liaison, who will cancel and destroy the card.	Home Department		
<b>Library Materials.</b> To: Library, and pay any fines due.	University Libraries (492-8705)		
<b>Departmental property.</b> Including personnel, payroll, or policy manuals; equipment located off the work-site including computers, software and peripherals; access cards; keys; cellular phones; etc.	Home Department		
<b>Bursar's Office</b> will collect and clear any petty cash funds that are assigned to you and collect any unpaid tuition charges owed the University of Colorado. They may ask that you clear in person.	Bursar's Office, Regent Administrative Center (492-5381)		
<b>Exit Questionnaire</b> (attached). To: department payroll liaison or Human Resources.	Home Department, or Human Resources, UCB 565, 3100 Marine St., 3 <sup>rd</sup> Floor, <b>492-6475</b> .		
<b>Service Organizations:</b> Inform committees, etc. of your departure.	As applicable		

**Please reply to the following questions.**

- Do you handle hazardous materials in your position(s)?** Yes \_\_\_\_ (see below) No \_\_\_\_  
 a. Are you a registered hazardous waste generator? Yes \_\_\_\_ (see below) No \_\_\_\_  
 b. Your principal investigator or supervisor must initial at right to verify disposal of your wastes and labeling of non-disposed hazardous materials. Initials \_\_\_\_
- Are you a listserv owner?** Yes \_\_\_\_ (see below) No \_\_\_\_  
 a. If so, what is(are) the list name(s)? \_\_\_\_\_  
 b. E-mail sent to the listserv listproc on (date) \_\_\_\_\_ adding owner (name) \_\_\_\_\_ and deleting owner (name) \_\_\_\_\_
- Are you a webmaster?** Yes \_\_\_\_ (see below) No \_\_\_\_  
 a. If so, for what site or sites? \_\_\_\_\_  
 b. E-mail sent to [help@colorado.edu](mailto:help@colorado.edu) or called IT Service Center, (303) 735-HELP on (date) \_\_\_\_\_ requesting transfer of website ownership to (name) \_\_\_\_\_

**PAYROLL & BENEFIT SERVICES / PERA**

You must contact Payroll & Benefit Services (PBS) regarding continuation of insurance following your termination (or cancellation -- to avoid additional charges), by the 15<sup>th</sup> of the termination month. Information about continuing your insurance under COBRA after termination will be mailed to you. Employees that are leaving to become **PERA retirees** should make an appointment with a PBS Benefits Counselor. **PBS hours:** 7:30 a.m. to 5 p.m., Monday through Friday. **PBS phone numbers:** 303-735-6500 or, for outside the Denver Metro area, toll free 1-877-627-1877.

*The department has informed me of the need to contact Payroll & Benefit Services regarding insurance following termination.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_