

**University of Colorado at Boulder
Faculty 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>
Resignation Letter. To: department Chair, Dean	Office of Faculty Affairs		
Keys. To: Access Services; return receipt to home department.	Access Services, Stadium, Gate 9 (492-6601)		
Parking Permit and Gate Card. To: Parking & Transit Services for cancellation of payroll deduction (by 10 th of termination month).	Parking & Transit Services, Regent Drive (492-7384)		
Buff One Card. To: department payroll liaison (with protective sleeve and RTD Eco-Pass sticker), to return to Buff One office.	Home Department		
A-Card. To: department payroll liaison, who will cancel and destroy the card and disable Pendragon access if applicable.	Home Department		
US Bank Card. To: department payroll liaison, who will cancel and destroy the card.	Home Department		
Library Materials. To: Library, and pay any fines due.	University Libraries (492-8705)		
Departmental property. 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		
Bursar's Office 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)		
Exit Questionnaire To: Web site	www.colorado.edu/facultyaffairs/atoz/facultyexitquestionnaire.pdf		
Service Organizations: Inform committees, etc. of your departure.	As applicable		

Please reply to the following questions.

1. **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 ____
2. **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) _____
3. **Are you a webmaster?** Yes ____ (see below) No ____
 - a. If so, for what site or sites? _____
 - b. E-mail sent to help@colorado.edu or called IT Service Center, (303) 735-HELP on (date) _____ requesting transfer of website ownership to (name) _____

PAYROLL & BENEFIT SERVICES

You must contact Payroll & Benefit Services (PBS) regarding continuation of insurance following your termination (or cancellation - to avoid additional charges), by the 15th of the termination month. Information about continuing your insurance under COBRA after termination will be mailed to you. **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 _____