

Jacksonville State University
Office of Human Resources
Employee Separation Checksheet

Name: _____ Separation Date _____

Position: _____ Department _____

*Employees that separate from the University, have a responsibility to obtain the proper clearances from the areas listed below prior to their last working day. **Items under SECTION I must be completed and signed by the immediate supervisor before you report to Human Resources. Failure to complete the information below may result in delayed receipt of the final pay check or annual leave payoff.***

SECTION I: IMMEDIATE SUPERVISOR

Action/Item	Yes	No (brief explanation)	NA
Departmental keys returned			
University Purchasing Card returned			
All University provided Electronic Devices (phone, laptop, notebook etc.)			
Notified Controller's Office (only if employee manages a budget)			
Completed Final Time Sheet (non-exempt) & attached			
Annual leave distribution (may or may not be paid on final check)			

Supervisors Signature

Date

SECTION II: HUMAN RESOURCES

Action/Item	Yes	No (brief explanation)	NA
Cleared of all debts/fees by Office of Student Accounts			
Returned all books, material, equipment to Library			
Returned Staff Handbook			
Returned Faculty/Staff ID Card (Retirees will be issued form for Retiree Id Card)			
Returned American Express Card			
Returned Telephone Card			

Benefits

Action/Item	Term Date	Option to Continue Coverage		NA
		Yes	No	
Life Insurance				
Long Term Disability				
PEEHIP Medical and Optional Plans				
Retirement Systems of AL				
TIAA-CREF				
Remaining Sick Leave: <input type="checkbox"/> exhausted <input type="checkbox"/> certify to state <input type="checkbox"/> donate (complete sick leave donation form) <input type="checkbox"/> retirement service credit				
Forwarding Address or W2:				

Human Resources Signature

Date

Employee Signature

Date