END OF EMPLOYMENT CHECKOUT FORM FT/PT Faculty, Administrative and Staff Personnel Brigham Young University–Hawaii

Division/Department: Termination Date: INSTRUCTIONS: EMPLOYEE: 1) Please complete this form on or before your last day of work. 2) Submit completed form to HR Office. STEP 1: Supervisor/Manager – please initial on the following lines below as each task is completed. Review and/or approve final timesheets. Callect and verify BYUH keys. Transfer or return them to the appropriate key office (Facilities Mgmt.). Callect and verify BYUH keys. Transfer or return them to the appropriate key office (Facilities Mgmt.). Callect work lapton and any other work electronics - iPad. etc. STEP 2: Employee - Please initial below once you have completed the exit interview. Fill out exit interview form online at http://bu.bt.ior.la.uchis.acom/te/fam/SV. BMAXGCBYML. STEP 3: Managers/Supervisors in the following departments should sign below to confirm that you don't have a constanding balances with them. Ulbrary Return all library books, materials and pay any fines. Security Resolve any outstanding parking tickets and turn in parking sticker. Housing Resolve any outstanding medical bills. Cashiers Office Resolve any outstanding medical bills. Cashiers Office Resolve any outstanding medical bills. Resolve any outstanding medical bills. Post Office Return mailbox key and pay outstanding accounts (i.e. tuition or fees). Food Services Resolve any outstanding employee accounts (i.e. tuition are fees). Reviews Resolve and poststanding accounts balance. Purchasing Return frovat card and/or purchasing card. Pay outstanding balance. Return EVILH D, PCC discount card Referes Only: Obtain new retires ID card. Tuition Reimbursement – Check to see if this individual has to pay back any amount reimbursed to them. MAP – Mortgage Repayment Agreement – Check to see if this individual has to pay anything back. Update or provide forwarding addresses and telephone number in Workday (if applicable). Vaccifion hous! payout — hours as of	Name:	BYUH ID:
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LAST PAYDAY MAY RESULT IN HIS/HER FINAL CHECK BEING DELAYED.*** OFFICE OF HUMAN RESOURCES USE ONLY		INAL CHECK BEING DELAYED.***

Flexible spending Account (FSA)

Cleared:

Office of Human Resources

Retirement

Insurance

Title

Other

Date