

MSU-Northern
EMPLOYEE CHECK OUT

Name: _____

GID: _____

This form must be completed prior to signing the final time sheet. Please return the completed form to Human Resources. **Individual department staff in the Physical plant, Library, Business Services, and IT will either initial on each line if no further action is required by the employee or note any follow-up action required of the employee.** Human Resources staff will initial those items under HR below. Suzanne

RETURNED:

- _____ Room keys to Physical Plant
- _____ Building keys to Physical Plant
- _____ iButton Keys for electronic locks to Physical Plant
- _____ MSUN Northern Equipment, tools, supplies
- _____ Library Books and publications
- _____ Electronic Equipment (laptops, tablets, etc.)
- _____ Purchasing card returned to Business Services

PAID:

- _____ Travel advances
- _____ Parking fines
- _____ Library fines
- _____ Housing charges
- _____ Class and lab fees or charges

FINAL WALK-THROUGH VACATED OFFICE &/OR LAB SPACE:

The supervisor, or their proxy, inspects the office and lab space and then initials on the line once the following are complete.

- _____ All personal belongings have been removed.
- _____ Office space is clean and tidy.
- _____ Lab space is clean and tidy.

HR:

- _____ Resignation letter
- _____ Final check
- _____ Remove computer and email access (send a request to IT)
- _____ Remove Banner access (send request to Registrar)
- _____ Pull I-9

I certify that to the best of my knowledge, I have returned all property belonging to MSU-Northern and paid any amounts due. If I have overlooked something, I understand that MSU-Northern or the State of Montana will deduct charges from amounts due me 10 days after notifying me of such changes at the following address:

Employee Signature: _____ Date _____

Forwarding Address: _____

Supervisor's Signature _____ Date _____