

DEPARTMENTAL EXIT CHECK LIST

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

When a staff member terminates employment with SIUC, the Fiscal Officer must certify the return of all items listed below. Check all items that apply to the terminating staff member. If unable to retrieve all items, contact Payroll so that the final pay can be delayed until receipt of all items. Payment is also dependent upon timely transmission of final pay information to Human Resources (Employee Records). **This procedure applies to all separating staff, including those on term or extra help appointments, layoff or permanent disability.**

Staff Member Last Name	First	Middle	AIS #	Title
Department				Last Day of Employment

EQUIPMENT

- Instruments
 Uniforms
 Computer
 Calculator
 Tools
 Instructional Aids
 Loaned Equipment⁸
 Other / Comments: _____

TELECOMMUNICATIONS

- Cell Phone
 Pager
 Long Distance Access Number
 AT&T Long Distance Calling Card
 Other / Comments: _____

*NOTE: If the employee has been receiving a Communication Allowance, the department must revoke immediately by completing the bottom **Discontinuance Section** of the form, and submitting it directly to the Payroll Office.

KEYS, ACCESS CARDS, AND KEY FOBS

- Desk and File Keys
 Office and Building Keys
 Special Access Card
 Parking Hang Tags
 University Vehicle Keys
 Facility Security Pass
 Other / Comments: _____

ID AND CHARGE CARDS

- SIU Employee or Faculty ID (unless employee is retiring)
 Diner's Club
 University Pcard
 Other / Comments: _____

REVOKE ACCESS TO RESOURCES (Additional forms may be required to revoke access.)

NOTE: Separated employees retain access to their @ siu.edu e-mail for one year. To request removal or transfer of an e-mail address, contact security@siu.edu. Retirees retain access to their @ siu.edu e-mail indefinitely.

- Fiscal Officer¹
 Unit Officer¹
 AIS²
 RPT³
 Kingtut⁴
 Fiscal Officer Delegate⁵
 Banner⁶
 Department Level Computer Access⁷
 Other / Comments: _____

¹Use the following link to complete the

²Use the following link to complete the

³Use the following link to complete the

⁴Use the following link to complete the

(Kingtut)

⁵Use the following link to complete the

⁶Email to Banner to Request Access to Banner be revoked <mailto:banner@siu.edu>

⁷Each department shall determine access rights to departmental resources. Access to University computer resources are managed automatically upon separation.

⁸Contact Property Control to identify equipment items on loan. 536-2661

I certify that I will return all university property by my last day of employment listed above.

_____ Separating Employee Signature Date	Dept. Use Only Access revoked by: _____ Date revoked: _____
_____ As the Fiscal Officer, I understand that I am responsible for the return of all items listed above.	
_____ Fiscal Officer Signature Date	