**University of Colorado at Boulder**
**Faculty Check-Out Form**

Name ___________________________ Employee ID ___________________________ Last Day 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.

<table>
<thead>
<tr>
<th>Return the Following Items</th>
<th>Service Department/Location/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resignation Letter</td>
<td>To: department Chair, Dean</td>
</tr>
<tr>
<td>Keys</td>
<td>To: Access Services; return receipt to home department.</td>
</tr>
<tr>
<td>Parking Permit and Gate Card</td>
<td>To: Parking &amp; Transit Services for cancellation of payroll deduction (by 10th of termination month).</td>
</tr>
<tr>
<td>Buff One Card</td>
<td>To: department payroll liaison (with protective sleeve and RTD Eco-Pass sticker), to return to Buff One office.</td>
</tr>
<tr>
<td>A-Card</td>
<td>To: department payroll liaison, who will cancel and destroy the card and disable Pendragon access if applicable.</td>
</tr>
<tr>
<td>US Bank Card</td>
<td>To: department payroll liaison, who will cancel and destroy the card.</td>
</tr>
<tr>
<td>Library Materials</td>
<td>To: Library, and pay any fines due.</td>
</tr>
<tr>
<td>Departmental property</td>
<td>Including personnel, payroll, or policy manuals; equipment located off the work-site including computers, software and peripherals; access cards; keys; cellular phones; etc.</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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. 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 ___________