

Employment Checkout List

Name: _____ LDAE: _____ Dept: _____

LDOP: _____ Arrears Pay: _____ Increment: _____

Pull File / Create Term File Complete Mountaineer Flex Term Form

WV-11 Completed Startup Screen for Payroll

Resignation Letter/Contract End Adjust Affirmative Action List(if applicable)

Retirement Paperwork Completed

PEIA- Basic Life/Health Term Form Completed

PEIA – Retiree Optional and Dep. Life Insurance Form

Is Employee Entitles to Free Insurance

Is Employee entitled to ½ Premium Paid

If Resignation or Term Provide TIAA Contact Number

Calculate Increment and Let Payroll Know

Cancel Email Account

Complete New Reporting Email

If Retiree Monthly Luncheon Contact Elaine Blasko (1st Thur of the month. Contact Number 304-242-0357)

Keys Returned	Yes	No	ID Card	Yes	No
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Cancel Banner Account	Yes	No	IT Equipment(Computer,Cellphone)	Yes	No
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Credit Card / PCard	Yes	No	Parking Permit	Yes	No
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Parking Fines	Yes	No	Submit Final Grades	Yes	No
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Supervisor Notified	Yes	No
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Library Fines	Yes	No
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Campus Housing Resident	Yes	No
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Employee Signature _____ Date _____

HR Representative _____ Date _____