

**Texas A&M University-Kingsville
Employee Check Out List**

Employee Instructions: Please complete this form for each terminating, transferring or retiring TAMUK employee and return to the Department of Human Resources. The form will be placed in the employee's personnel file.

Name _____ UIN # _____

Dept. _____ Supervisor Name _____

Last day worked _____ Date paid through _____

A Look Ahead: A Guide to Retiring from the A&M System provided to retiring employee: _____
(available online at <http://sago.tamus.edu/shro/brochures/retire.htm>)

Employee needs to verify that the following items have been completed, processed and returned.

Department Signature & Date

_____ Employee's EPA/Form 500 (routing)
_____ Resignation letter
_____ Written verification of vacation, sick, FLSA compensatory time and state
compensatory time balances provided to employee, if applicable
_____ Voice mail password deactivated

Finance & Admin. Signature & Date

_____ Travel Card returned to College Hall Room 122A
_____ Termination notice to FAMIS security

Procurement Signature & Date

_____ FedExKinko Card/Procurement Card returned to College Hall Room 121

Physical Plant Signature & Date

_____ Building Keys

Library Signature & Date

_____ Library books/videos returned
_____ Office, desk, uniforms

CIS Signature & Date

_____ UserID: _____ Office Phone: _____
(Sign) (Date) Keep Email (RETIREES ONLY)
Ticket: _____ Keep Dial-Up (RETIREES ONLY)

Employee's Signature Date

Supervisor Signature Date

Human Resources Representative Date