

JACKSONVILLE STATE UNIVERSITY
EMPLOYEE SEPARATION CHECKSHEET

Name: _____ Last Day of Work _____ Date of Separation: _____

Job Title/Classification: _____ Department: _____

All employees terminating employment with JSU must process out with the areas listed below at the time of termination. This procedure will also allow individuals the opportunity to discuss pertinent matters with appropriate JSU representatives. All items under SECTION I MUST BE COMPLETED AND SIGNED BY THE IMMEDIATE SUPERVISOR BEFORE REPORTING TO HUMAN RESOURCES. *Delay in completion of this requirement may result in delayed receipt of the final pay check or payment for annual leave.*

Section I: IMMEDIATE SUPERVISOR

All department property & keys accounted for _____

Final time sheet completed (non-exempt) & attached _____

All debts/fees cleared through Bursar's Office _____

All books, etc., accounted for by Library _____

Annual Leave: (check one) MAY or MAY NOT be paid.....

(If this person manages a budget, you must notify the Financial Systems Manager, ext. 5461.)

Supervisor's Signature

Date

Section II. HUMAN RESOURCES

Return Items:

Employee Handbook _____

ID Card _____

American Express Card _____

Telephone Card _____

Leave Balance (if applicable):

All to be used prior to date of separation _____

Pay off balance on payroll following receipt of earnings _____

Forwarding Address and Telephone Number: (Final paycheck mailed to address of record _____).

Telephone: _____

Benefits:

Life Insurance Conversion offered _____

Teachers' Retirement _____

TIAA _____

Disability Insurance _____

PEEHIP:

COBRA _____

Allocation paid through _____

Flexible Benefit Plan _____

Human Resources

Date

Employee Signature

Date

Tuition Remission (To be checked by Payroll) _____