



<i>OHR Use Only</i>	
<i>Current HCM No.</i>	
<i>Date Frozen</i>	
<i>OHR Initials</i>	

EMPLOYEE CHECKOUT FORM

Several accounts must be cleared whenever an employee takes an extended leave of absence or discontinues association with the College. The procedure is simple but necessary, since keys, identification cards, library books, payroll information, and related matters are involved. The Human Resources Office must be the last stop, and this form is left there.

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 Name Title Department

 Current Street Address City, State, Zip Code

.....

DEPARTMENT HEAD

Any pending matters (e.g. grades, return of college equipment, etc.) should be cleared. This step must be done first.

 Authorized Signature Date

PROPERTY MANAGEMENT

Kiely Hall 257 Please return all portable/off campus Queens College equipment including laptop computers, cell phones, microscopes, etc.

 Authorized Signature Date

ACCOUNTS PAYABLE

Kiely Hall 265 For those individuals who have a State issued credit card (Procurement, Net, and/or Travel) in their name, reconcile all outstanding items and return credit card.

 Authorized Signature Date

LIBRARY

Circulation Desk (3rd Floor) All outstanding library books, fines, etc. must be cleared.

 Authorized Signature Date

SECURITY

Jefferson Hall 201 Please make sure you have all your College keys and College identification card with you.
A fee will be charged for missing keys.

 Authorized Signature Date

BURSAR

Jefferson Hall 200 Please make arrangements to have your checks sent, if necessary, and take care of any outstanding debts related to employment status (not including any student related debt).

 Authorized Signature Date

HUMAN RESOURCES (Last step)

Kiely Hall 163 For those in classified staff and non-teaching instructional titles, please bring your Time & Leave statement with you. This is the time to ask about employment exiting and benefits.

 Authorized Signature Date

Employee Exit Survey- Contact Information



Employee Name

Title

Department

Last day of work

CUNY E-mail address

Alternate E-mail address

Reason for leaving

Submit the completed form to: hadmin@qc.cuny.edu or drop off at the Office of Human Resources -Kiely Hall, Room 163.

Exit Survey will be sent to email address provided above