

## Virginia Institute of Marine Science - Employee Check Out Form

This form must be signed, or an email attached from the authorized department representative listed below. The employee should call Human Resources to schedule an appointment for review of benefits and/or leave. All requirements must be complete before this form is sent to HR. HR requires the form be received at their office prior to processing your leave buyout. (See Instructions on Reverse)

|                    |  |                  |        |
|--------------------|--|------------------|--------|
| Banner ID          |  | Date             |        |
| Last Name          |  | First Name       | Middle |
| Email              |  | Phone            |        |
| Forwarding Address |  |                  |        |
| Forwarding Email   |  | Forwarding Phone |        |

| 1) Cashier, Watermen's Hall, Rm 238<br>684-7040, <a href="mailto:cashier@wm.edu">cashier@wm.edu</a>  | Date | Signature |
|--|------|-----------|
| 2) Procurement, SPCC, Laken Marley, 757-221-2513<br><a href="mailto:lmalley@wm.edu">lmalley@wm.edu</a>   | Date | Signature |
| 3) Procurement, eVA, John Dixon, 757-221-3957<br><a href="mailto:jadixon@wm.edu">jadixon@wm.edu</a>  |      |           |
| 4) Intl. Affairs, VIMS or W&M Sponsored Visa (F1, J1, H1B, TN, O1)<br>Steve Sechrist, 757 221-3437, <a href="mailto:sjsech@wm.edu">sjsech@wm.edu</a> (if applicable)   | Date | Signature |
| 5) Safety Office, Clayton Annex, <a href="mailto:safety@vims.edu">safety@vims.edu</a>  | Date | Signature |
| 6) Workers' Compensation Representative, Libby MacDonald<br>Watermen's Hall, Rm 231, 684-7201, <a href="mailto:ehmacd@vims.edu">ehmacd@vims.edu</a>  | Date | Signature |
| 7) Office of Sponsored Programs, Watermen's Hall, Rm 247<br><a href="mailto:osp@vims.edu">osp@vims.edu</a>   | Date | Signature |
| 8) Information Technology & Networking Services, Davis Hall Room 113,<br>Chris Palmer 684-7072, <a href="mailto:palmercd@vims.edu">palmercd@vims.edu</a>   | Date | Signature |
| 9) Office of Finance - VIMS-issued wireless communication device Watermen's<br>Hall, Rm 237, Carol Birch 684-7850, <a href="mailto:cjbirch@vims.edu">cjbirch@vims.edu</a>  | Date | Signature |
| 10) Library, Watermen's Hall 1 <sup>st</sup> Floor, Carol Coughlin, 684-7114<br><a href="mailto:coughlin@vims.edu">coughlin@vims.edu</a> For Faculty, SWEM Library, Dave Morales,<br>757-221-3072 <a href="mailto:dnmora@wm.edu">dnmora@wm.edu</a> | Date | Signature |
| 11) News & Media, Davis Hall Room 126F<br>Dave Malmquist 684-7011, <a href="mailto:davem@vims.edu">davem@vims.edu</a>  | Date | Signature |
| 12) Receptionist/Watermen's Hall – Louise Lawson, 684-7001<br><a href="mailto:llawson@wm.edu">llawson@wm.edu</a>   | Date | Signature |
| 13) Facilities Management, Customer Service Center,<br>Rm.207A, Cindy Hornsby, 684-7090, <a href="mailto:cindy@vims.edu">cindy@vims.edu</a>  | Date | Signature |
| 14) W&M Parking Services Office, 757 221-4764, <a href="mailto:parked@wm.edu">parked@wm.edu</a>  | Date | Signature |
| 15) Department Business Manager  | Date | Signature |

I affirm to the best of my knowledge, that all VIMS data, records and departmental equipment has been transferred, deleted and that I have access all VIMS data, records and files. In addition, I affirm that the employee has discharged all responsibilities to VIMS and this form has been signed off by each department above either by signature or attached email.

|                      |      |           |
|----------------------|------|-----------|
| 16) Supervisor       | Date | Signature |
| 17) Department Chair | Date | Signature |

I have read and understand all of the above.

|   |      |           |
|---|------|-----------|
| 18) Employee  | Date | Signature |
| 19) Property/Central Receiving/Mailroom, Customer Service Ctr.<br>Joy Klein, First Floor 684-7032, <a href="mailto:joyklein@vims.edu">joyklein@vims.edu</a> | Date | Signature |
| 20) Human Resources - Watermen's Hall, Rm. 241<br>Liz MacAleese, 684-7113, <a href="mailto:eamacaleese@vims.edu">eamacaleese@vims.edu</a>                   | Date | Signature |

If the separated employee is instructional, professional or administrative faculty, please forward the completed form to the Provost Office with a copy to Human Resources. For all other employees, please forward to Human Resources

## Instructions for VIMS Check Out Form

An email attached to the Check Out Form, from the authorized department listed, stating that requirements have been completed, is acceptable, in lieu of a signature. If this form is not completed and returned to Human Resources leave buyout will not be processed.

|   |  |
|---|--|
| 1. Cashier  | All cash advances and personal copying have been paid. The cashier's office is staffed part-time, generally on Monday and Thursday and an e-mail clearance is acceptable.  |
| 2. Procurement                                    | eVA accounts have been inactivated. An e-mail clearance is acceptable and required for all employees, regardless if they have had an eVA account or not.   |
| 3. Procurement                                    | Small purchase credit card (SPCC) has been surrendered. An e-mail clearance is required for employees, regardless if they have been issued an SPCC card or not.  |
| 4. International Affairs                          | You are exempt from this signature requirement if you are a US Citizen or permanent resident. Only employees on Visas are required to obtain a check out signature from International Affairs  |
| 5. Safety Office                                  | Safety files have been closed and any lab waste/samples have been documented.  |
| 6. Workers' Compensation                          | Worker's Compensation process completed. An e-mail clearance is acceptable.  |
| 7. Sponsored Programs                             | <ol style="list-style-type: none"> <li>1) All reports and deliverables have been submitted to funding agencies</li> <li>2) All research data has been archived with appropriate VIMS repository</li> <li>3) All compliance protocols and research permits have been inactivated or transferred</li> <li>4) If necessary, all information pertaining to transfer of research awards has been reviewed and approved</li> </ol> |
| 9. Information Technology and Networking Services | Discuss user accounts, data backup or data archiving. Ensure the transfer and/or deletion of all files have been completed.  |
| 9. Office of Finance                              | Cancellation of all wireless communication contracts and confirmation of return all VIMS-issued wireless communication devices   |
| 10. Library                                       | All library materials have been returned   |
| 11. News & Media                                  | Removal from VIMS web site.  |
| 12. Receptionist/Watermen's Hall                  | Removal from VIMS Phone and E-mail Directory   |
| 13. Facilities Management                         | All keys and gas credit cards, etc. have been returned   |
| 14. W&M Parking Services Office                   | All outstanding fines have been paid and decal/pass returned to Parking Services. If the decal/pass is not returned, and you have payroll deduction, the balance owed on your decal will be deducted from your last paycheck.  |
| 15. Department Business Manager                   | Returned cell phone, wireless cards and all peripheral equipment   |
| 16. Supervisor's Signature                        | Ensures check out procedures have been completed and all computers, laptops, etc. and keys have been returned.   |
| 17. Department Chair Signature                    | Verifies that all Departmental check out procedures have been met  |
| 18. Employee Signature                            | Has read and completed all check out requirements  |
| 19. Shipping/Receiving/Mail Room                  | Ensures all VIMS equipment assigned to the employee departing has been transferred or location identified. Obtains forwarding address and provides briefing on forwarding procedures for mail. Ensures all check-out requirements have been completed prior to distribution to the appropriate offices. Archives all check out forms for VIMS.   |
| 20. Human Resources                               | Explain all benefits and leave buyout processes<br>Human Resources will be the final step in the process and will retain the final copy for processing in Central Employment.  |