

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 238 684-7040, cashier@wm.edu	Date	Signature
2) Procurement, SPCC, Laken Marley, 757-221-2513 lmalley@wm.edu	Date	Signature
3) Procurement, eVA, John Dixon, 757-221-3957 jadixon@wm.edu		
4) Intl. Affairs, VIMS or W&M Sponsored Visa (F1, J1, H1B, TN, O1) Eva Wong, 757 221-3437, ywong@wm.edu (if applicable)	Date	Signature
5) Safety Office, Facilities Management Building, Room(s) 121 / 124 safety@vims.edu	Date	Signature
6) Workers' Compensation Representative, Libby MacDonald Watermen's Hall, D/D Office, Rm 231, 684-7201, ehmacd@vims.edu	Date	Signature
7) Office of Sponsored Programs, Watermen's Hall, Room(s) 220 / 221 osp@vims.edu	Date	Signature
8) Information Technology & Networking Services, Davis Hall, Room 113, Chris Palmer 684-7072, palmercd@vims.edu	Date	Signature
9) Office of Finance - VIMS-issued wireless communication device Watermen's Hall, Room 237, Carol Birch 684-7850, cjbirch@vims.edu	Date	Signature
10) Library, Watermen's Hall 1st Floor, Carol Coughlin, 684-7114 coughlin@vims.edu For Faculty, SWEM Library, Dave Morales, 757-221-3072 dnmora@wm.edu	Date	Signature
11) News & Media, Davis Hall, Room 126F Dave Malmquist 684-7011, davem@vims.edu	Date	Signature
12) Receptionist/Watermen's Hall – Louise Lawson, 684-7001 llawson@vims.edu	Date	Signature
13) Facilities Management, Facilities Management Building, Room 135 Cindy Hornsby, 684-7090, cindy@vims.edu	Date	Signature
14) W&M Parking Services Office, 757-221-4764, parked@wm.edu	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, Facilities Management Building, Room(s) 102 / 105, Joy Klein, 684-7032, joyklein@vims.edu	Date	Signature
20) Human Resources - Watermen's Hall, Room 241 Liz MacAleese, 684-7113, eamacaleese@vims.edu	Date	Signature

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"> 1) All reports and deliverables have been submitted to funding agencies 2) All research data has been archived with appropriate VIMS repository 3) All compliance protocols and research permits have been inactivated or transferred 4) If necessary, all information pertaining to transfer of research awards has been reviewed and approved
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	<p>Explain all benefits and leave buyout processes.</p> <p>If the separated employee is a temp, hourly, operational, professional or faculty all completed forms need to sign by Human Resources as the last step in the process.</p>