# 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 the VIMS mailroom. HR requires the form be received at their office prior to processing your leave buyout. (See Instructions on Reverse)

<table>
<thead>
<tr>
<th>Banner ID</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td>Forwarding Address</td>
</tr>
<tr>
<td>Forwarding Email</td>
<td>Forwarding Phone</td>
<td></td>
</tr>
</tbody>
</table>

1. **Cashier, Watermen’s Hall, Rm 238, Paulette Topping**
   - 684-7040, paulette@vims.edu
   - Date
   - Signature

2. **Procurement, SPCC, Laken Marley, 757-221-2513**
   - lmarley@wm.edu, (if applicable)
   - Date
   - Signature

3. **Procurement, eVA, John Dixon, 757-221-3957**
   - jadixon@wm.edu, (if applicable)
   - Date
   - Signature

4. **Intl. Affairs, VIMS or W&M Sponsored Visa (F1, J1, H1B, TN, O1)**
   - Steve Sechrist, 757 221-3437, sjsech@wm.edu (if applicable)
   - Date
   - Signature

5. **Safety Office, Clayton Annex, safety@vims.edu**
   - Date
   - Signature

6. **Workers’ Compensation Representative, Libby MacDonald**
   - Watermen’s Hall, Rm 231, 684-7201, ehmacd@vims.edu
   - Date
   - Signature

7. **Office of Sponsored Programs, Watermen’s Hall, Rm 247**
   - osp@vims.edu
   - Date
   - Signature

8. **Information Technology & Networking Services, Watermen’s Hall, Rm 218**
   - Chris Palmer 684-7072, palmercd@vims.edu
   - Date
   - Signature

9. **Office of Finance - VIMS-issued wireless communication device Watermen’s Hall, Rm 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, 684-7201, dnmora@wm.edu
     - Date
     - Signature

11. **News & Media, Hoxton Hall, 2nd Floor**
    - Dave Malquist 684-7011, davem@vims.edu
    - Date
    - Signature

12. **Receptionist/Watermen’s Hall – Louise Lawson, 684-7001**
    - llawson@wm.edu
    - Date
    - Signature

13. **Facilities Management, Customer Service Center, Rm.207A, Debbie Galvez, 684-7090**
    - dagalv@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. **Human Resources - Sowers House**
    - Date
    - Signature

20. **Property/Central Receiving/Mailroom, Customer Service Ctr.**
    - Joy Klein, First Floor 684-7032, joyklein@vims.edu
    - 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.

May 2017
## 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, via VIMS Mail Room, leave buyout will not be processed.

<table>
<thead>
<tr>
<th>Department</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cashier</td>
<td>All cash advances and personal copying have been paid</td>
</tr>
<tr>
<td>2. Procurement</td>
<td>eVA accounts have been inactivated (if applicable)</td>
</tr>
<tr>
<td>3. Procurement</td>
<td>Small purchase credit card (SPCC) has been surrendered (if applicable)</td>
</tr>
<tr>
<td>4. International Affairs</td>
<td>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</td>
</tr>
<tr>
<td>5. Safety Office</td>
<td>Safety files have been closed and any lab waste/samples have been documented.</td>
</tr>
<tr>
<td>6. Workers’ Compensation</td>
<td>Worker’s Compensation process completed, if applicable</td>
</tr>
<tr>
<td>7. Sponsored Programs</td>
<td>1) All reports and deliverables have been submitted to funding agencies</td>
</tr>
<tr>
<td></td>
<td>2) All research data has been archived with appropriate VIMS repository</td>
</tr>
<tr>
<td></td>
<td>3) All compliance protocols and research permits have been inactivated or transferred</td>
</tr>
<tr>
<td></td>
<td>4) If necessary, all information pertaining to transfer of research awards has been reviewed and approved</td>
</tr>
<tr>
<td>8. Information Technology and Networking Services</td>
<td>Discuss user accounts, data backup or data archiving. Ensure the transfer and/or deletion of all files have been completed.</td>
</tr>
<tr>
<td>9. Office of Finance</td>
<td>Cancellation of all wireless communication contracts and confirmation of return all VIMS-issued wireless communication devices</td>
</tr>
<tr>
<td>10. Library</td>
<td>All library materials have been returned</td>
</tr>
<tr>
<td>12. Receptionist/Watermen’s Hall</td>
<td>Removal from VIMS Phone and E-mail Directory</td>
</tr>
<tr>
<td>13. Facilities Management</td>
<td>All keys and gas credit cards, etc. have been returned</td>
</tr>
<tr>
<td>14. W&amp;M Parking Services Office</td>
<td>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.</td>
</tr>
<tr>
<td>15. Department Business Manager</td>
<td>Returned cell phone, wireless cards and all peripheral equipment</td>
</tr>
<tr>
<td>16. Supervisor’s Signature</td>
<td>Ensures check out procedures have been completed</td>
</tr>
<tr>
<td>17. Department Chair Signature</td>
<td>Verifies that all Departmental check out procedures have been met</td>
</tr>
<tr>
<td>18. Employee Signature</td>
<td>Has read and completed all check out requirements</td>
</tr>
<tr>
<td>19. Human Resources</td>
<td>Explain all benefits and leave buyout processes</td>
</tr>
<tr>
<td>20. Shipping/Receiving/Mail Room</td>
<td>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. If the separated employee is instructional, professional or administrative faculty, the completed form shall be forward to the Provost Office with a copy to Human Resources. For all other employees, please forward to Human Resources.</td>
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</tbody>
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