

## 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)

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

1) Cashier, Watermen's Hall, Rm 238 , Paulette Topping 684-7040, <a href="mailto:paulette@vims.edu">paulette@vims.edu</a>	Date	Signature
2) Procurement, SPCC, Marra Austin, 757-221-7636 <a href="mailto:megentry@wm.edu">megentry@wm.edu</a> (if applicable)	Date	Signature
3) Procurement, eVA, John Dixon, 757-221-3957 <a href="mailto:maaustin@wm.edu">maaustin@wm.edu</a> (if applicable)	Date	Signature
4) Intl. Affairs, VIMS or W&M Sponsored Visa (F1, J1, H1B, TN, 01) 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 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 <a href="mailto:osp@vims.edu">osp@vims.edu</a>	Date	Signature
8) Information Technology & Networking Services, Watermen's Hall, Rm 218, 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 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 <a href="mailto:coughlin@vims.edu">coughlin@vims.edu</a> For Faculty, SWEM Library, Dave Morales, 757-221-3072 <a href="mailto:dnmora@wm.edu">dnmora@wm.edu</a>	Date	Signature
11) News & Media, Hoxton Hall, 2 <sup>nd</sup> Floor 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 <a href="mailto:llawson@wm.edu">llawson@wm.edu</a>	Date	Signature
13) Facilities Management, Customer Service Center, Rm.207A, Debbie Galvez, 684-7090, <a href="mailto:dagalv@vims.edu">dagalv@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) Human Resources - Sowers House	Date	Signature
20) Property/Central Receiving/Mailroom, Customer Service Ctr. Joy Klein, First Floor 684-7032, <a href="mailto:joyklein@vims.edu">joyklein@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, via VIMS Mail Room, leave buyout will not be processed.

1. Cashier	All cash advances and personal copying have been paid
2. Procurement	eVA accounts have been inactivated (if applicable)
3. Procurement	Small purchase credit card (SPCC) has been surrendered (if applicable)
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, if applicable
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
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. Human Resources	Explain all benefits and leave buyout processes
20. Shipping/Receiving/Mail Room	<p>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.</p> <p>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.</p>