



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO**

SEPARATION CHECK OUT PROCEDURE

Please obtain signatures for clearance from the listed departments on your last day of employment. To avoid any delay in the processing of your final payroll check, the attached forms must be completed and submitted to Human Resources.		
Name of Separating Employee:		R #
Position Title:		
Department:		
Immediate Supervisor:		
Date of Separation:		
Mailing Address:	Telephone Number:	Check if New Address
CURRENT DEPARTMENT		
VERIFYING DEPARTMENT	SIGNATURE	DATE
Department Head/Supervisor		
Department Equipment (Laptop, IPad, Camera, etc.)		
Clinic Science Building (CSB) 4801 Alberta Avenue)		
IT – EMR and User ID Basement Room B05		
Academic Service Building (ASB)		
Police Department (Employee ID Badge)		
Facilities (Keys)		
ASB II (The Box)		
Traffic and Parking (Parking Permit)		
HUMAN RESOURCES DEPARTMENT		
Request to Contribute to Sick Leave Pool		
Lump Sum Vacation Certification and W2 Verification		
TRS 6 Application for Refund or ORP Termination Information Acknowledgment		
Exit Interview Form		