



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Check Out Procedures

Employees desiring to voluntarily terminate their employment relationship are urged to notify the University as soon as possible. Employees in staff positions should give notice at least two weeks in advance of the intended termination. Notice should be given in writing to the employee's immediate supervisor. The notice should be addressed to the President and forwarded to the Human Resources Office for processing. Proper notice allows the University time to prepare final payroll documents and to calculate any terminal leave to which the employee may be entitled. Employees who do not give proper notice may have to wait an additional pay period to receive their last paycheck.

Employees who are planning to retire should notify the Human Resources Office three months in advance. This will allow ample time to file the application for retirement and other supporting documentation. Employees eligible for social security should contact their local Social Security Office at least three months in advance of their expected retirement date to allow for processing of the related Social Security documents.

Exit interviews with the Human Resources Office are normally scheduled for outgoing employees after the supervisor receive notices of resignation or intent to retire. Human Resources will contact the employee in advance advising him/her that he/she needs to report to Human Resources for their exit interview. Human Resources also sends the employee Page 1 of the exit checkout form so the employee can obtain signatures from their department head and Physical Plant certifying that all University property, supplies, grades, and keys have been returned; that office space, lab areas and work areas are clean and in order; and that all personal possessions have been removed. The exit interview is usually done on the last day of work. The purposes of this interview are to review eligibility for continuation of benefits and conversion, to ensure that all necessary forms are completed, to collect all University property (credit cards, I.D.s, keys, uniforms, etc.), and to provide employees with an opportunity to discuss their job-related experiences.

When check out procedures have been completed, Human Resources will authorize the Controller's Office to make final payment of salary