**SUNY POLYTECHNIC INSTITUTE**

**Office of Human Resources**

***CHECK-OUT FORM***

*A faculty or staff member terminating employment with SUNY POLYTECHNIC INSTITUTE must check out with the offices listed below and return this form to the Office of Human Resources before a final payroll check is released. An authorizing signature from a departmental head will assure that all materials have been returned.*

|  |  |  |
| --- | --- | --- |
| **Employee Name:** |  |  |
| **Work Location:** |  | **Utica  Albany** |
| **Last Day of Employment:** |  |  |
|  |  |  |
| **Forwarding Address:**  (Please complete) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Telephone:**  (Please complete) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Departmental Signature** |  | **Date** |
|  |  |  |  |  |
| **Business Office**  (Procurement, Travel) |  |  |  |  |
|  |  | Renee Lauber |  |  |
| **Library** |  | David Manore |  |  |
|  |  | Allison Fiegl |  |  |
| **Supervisor** |  |  |  |  |
|  |  |  |  |  |
| **University Police**  (Keys, SUNY POLY ID Card) |  |  |  |  |
|  |  | Debbie Doyna |  |  |
| **Information/Technology Services** |  |  |  |  |
|  |  | John Madia/Robb Stapf/Mike Costakis |  |  |
| **Office of Human Resources** |  |  |  |  |

**Submitted Final Timesheet 🞏**

|  |  |
| --- | --- |
| **Comments:** |  |
|  |  |
|  |  |

Revised 5/3/18 **Forms/HR Office Staff/Check Out Form SUNY Poly**