

Employee Name	Employee ID
Department	Position
Separation/Leave of Absence Date	Personal Phone

TO BE COMPLETED BY EMPLOYEE

COORDINATE

***Required:**

Coordinate with your department the return of university-owned equipment

RETURN

- Laptop
- Other Equipment (specify)
- Library books or equipment (ext. 3431)

WALK

***Required:**

Go to the Cashier's Office, SBS Building, 2nd floor, Monday-Friday 8am - 4:30pm

RETURN

- This Form
- Employee ID
- Office Key(s)
- Parking Permit
- ProCard
- Travel Card
- Other

COLLECT

- Final Paycheck - If Form 109 was done on time, your final paycheck will be ready for pickup.

CLEAR

- Payroll Deduct
- Financial Obligations

EMAIL

Email Human Resources if you have questions about retirement, benefits or have a change to your contact information.

If you have questions regarding retirement and/or benefits, please contact the Human Resources Department at 707-826-3626 or hr@humboldt.edu

If you are changing your contact information please email hsuhr@humboldt.edu

Employee Signature	Reviewed By	Date