

CHECK-OUT FORM

(to be returned to the Human Resources Office, Knapp 123)

Name _____

Department _____ Separation Date _____

New address (if relocating) _____

Do you wish to continue your health insurance coverage?

(If you are not transferring to another State job, you will be receiving a letter offering you continuation of coverage under the COBRA law)

Yes No I do not have health insurance coverage

If retiring, have you included the supplemental retirement check-out form?

Yes, it is attached No, I am not retiring

Have you removed all personal computer files you wish to keep (since computer and email accounts are cancelled on the day after your separation from employment)?

Yes I do not have any computer files or email to save

Please make sure to get a person from each area to initial each section below when you turn in items:

- College-issued ID Card (Coby Card) _____ Final timesheet (payroll) _____
- College-issued Clothing I was not issued any clothing (Facilities Management) _____
- All College keys in my possession (Facilities Management) _____
- College Credit or Procurement cards I was not issued any cards (Business Affairs) _____
- Cell phone I was not issued a cell phone (ITS) _____
- Computer I was not issued a computer (ITS) _____

Separating employees are also responsible for the paying of any parking tickets, library fines, or unspent funds of any kind issued to them.

Employee Acknowledgment

I acknowledge that the above information is complete to the best of my knowledge. I further understand that an incomplete check-out may delay the issue of my final paycheck and agree that any money I may owe to the college or State of New York either directly through fines, tickets, or unused reimbursements or indirectly through failure to return issued keys and equipment may be deducted from my final paycheck.

Employee Signature

Date

Received in the HR office on _____ (date) by _____