

**BOWLING GREEN STATE UNIVERSITY  
CHECKLIST  
FOR FACULTY MEMBERS LEAVING UNIVERSITY EMPLOYMENT**

NAME \_\_\_\_\_ P# \_\_\_\_\_

DEPT \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

LAST DAY OF WORK (day, month, year) \_\_\_\_\_

FORWARDING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Checklist:**

\_\_\_\_\_ Contact Benefits Office (372-2112) to discuss insurance cancellation or conversion

\_\_\_\_\_ Return books and materials to Library

\_\_\_\_\_ Contact Bursar's Office to clear all outstanding accounts

**Department Office or Dean's Office Checklist:**

\_\_\_\_\_ Exit Interview

\_\_\_\_\_ BG1 Card/Photo ID returned

\_\_\_\_\_ Department Charge Cards returned, including Telephone ID card

\_\_\_\_\_ Keys returned (return to Key Office)

\_\_\_\_\_ Parking Tag returned

\_\_\_\_\_ University equipment returned

\_\_\_\_\_ Notify Information Technology to remove all computer accounts

\_\_\_\_\_ Notify IT security office to remove access to PeopleSoft applications

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Chair/Dean Signature                      Date

xc:      Benefits Office  
          Bursar's Office  
          Human Resources  
          Information Technology Services  
          Library Dean  
          Payroll Office  
          Provost/VPAA