

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

NAME: _____ BGSU ID#: _____

DEPT: _____ Full-Time: Part-Time:

LAST DAY OF WORK (day, month, year) _____

FORWARDING ADDRESS:

Address _____

City _____ State _____ Zip Code _____

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:

- BG1 Card/Photo ID returned. *(Retiree turn in your BG1 Card to BG1 Services, 130 BTSU, and receive a new ID card indicating you're retired.)*
- Purchasing Cards, Department Charge Cards returned.
- Keys returned (return to Key Office)
- Close Parking Account *(Retiree use your account until the expiration date. If a new account is needed for the Academic year stop into Parking Services before current account expires. If Emeritus take your documentation stating so.)*
- University equipment returned (Computers, laptops, iPad, cell phone, etc)
- Remove all computer accounts. Contact Information Technology Services. *(As a Retiree you will have continued access to your BGSU email.)*
- Remove access to PeopleSoft applications (e.g. FMS, CSS) through the Information Technology Services webpage.
- Remove phone service through the Information Technology Services webpage.

Employee Signature Date

Chair/Director Signature Date

Dean Signature Date

For College Use Only:

Send original to:
Provost Office, 230 McFall Center

Send copies to:
Benefits Office
Bursar's Office
Human
Resources
Information Technology Services
Library Dean
Payroll Office