



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
 El Paso

SEPARATION CHECK OUT PROCEDURE

Please ensure signatures for clearance from the listed departments prior to your last day of employment. To avoid any delay in the processing of your final payroll check the attached forms must be completed and submitted to Human Resources

Name of Separating Employee: _____ R _____

Position Title: _____

Department: _____

Immediate Supervisor: _____

Date of Separation: _____

Mailing Address: _____ Telephone Number: _____ Check If New Address

CURRENT DEPARTMENT

VERIFYING DEPARTMENT	Signature	Date
Department Head/Supervisor		
Department Equipment (laptop, iPad, camera, etc)		

CLINICAL SCIENCE BUILDING (CSB)

IT – EMR and User ID Basement Rm B05		
Traffic and Parking (Parking Permit) Basement D25B		

ADMINISTRATIVE SUPPORT BUILDING (ASB)

Police Department (Employee ID Badge)		
Facilities (HSC Keys)		

HUMAN RESOURCE DEPARTMENT

Request to Contribute to Sick Leave Pool		
Lump Sum Vacation Certification & W2 Verification		
TRS 6 Application for Refund or ORP Termination Information Acknowledgment		
Exit Interview Form		
Kenexa Access		