

The University of New Mexico Faculty Check-Out List

Name:	Banner ID:
Department:	
Last Working Date:	Resignation Date:

The Faculty Check-Out List is provided to assist in an orderly exit from the University of New Mexico. You must check out with the departments that have been indicated by a check . Please return this form to your Department Administrator prior to your departure. Your assistance is greatly appreciated.

Forwarding Address for W2: Address: _____
City, State, ZIP: _____
Telephone Number: _____

IF Applicable Please check the items that are applicable and get the appropriate	
Purchasing (turn in Purchasing card: ___)	Inventory Control (turn in University Equipment: ___)
Safety and Risk Services (SRS)	Payroll ___
Turn in University Driver's Certificate ___	Complete Retirement Refund/Rollover Form at (http://payroll.unm.edu/forms.htm) (if withdrawal of contributions is desired)

Item	Responsible Area	Authorized Signature	Date
Department /School/College to process separation paper work	College/School has submitted EPAF to Faculty Affairs & Services Office		
Issuance of Benefits Information	<input checked="checked" type="checkbox"/> Human Resources – Benefits Office UNM Business Center (505) 277-6947		
Current on Account Balances	<input checked="checked" type="checkbox"/> Bursar's Office UNM Business Center		
UNM I.D. Card	<input checked="checked" type="checkbox"/> Lobo Card Office http://lobocard.unm.edu/ (505) 277-9970		
Parking Services	<input checked="checked" type="checkbox"/> Parking Services Office http://pats.unm.edu/ 277-1938		
Circulation Desk	<input checked="checked" type="checkbox"/> General Library		
Physical Plant Lock Shop	<input checked="checked" type="checkbox"/> Turn in Keys (PPD main campus # 277-1061) If at a branch campus or in an area that has its own process, the department will communicate the process for returning keys.		
For Department Use Only : FINAL STEP BEFORE PAYROLL	<input checked="checked" type="checkbox"/> Turn in the following items: <ul style="list-style-type: none"> ✓ Cell Phone ✓ Laptop Deactivate the following items: <ul style="list-style-type: none"> ✓ Calling Card ✓ Long Distance Code ✓ Alarm Code ✓ Voicemail 		
Return completed Separation Check list	<input checked="checked" type="checkbox"/> Payroll Office UNM Business Center		