



SUB-TOPIC

CHECKOUT PROCEDURE

All University employees, including student employees, are required to complete a systematic checkout procedure when:

1. Terminated, regardless of the method or reasons.
2. Commencing an approved Leave of Absence With/Without Pay for thirty (30) days or longer.
3. Appointment is for less than twelve (12) consecutive months, even if scheduled for reappointment. NOTE: In the case of Faculty appointment, those with the rank of Instructor and above will not be required to go through the checkout procedure if, by May, they are reappointed for the subsequent Fall Semester.

The purpose of this procedure is to ensure the return of credit cards, keys, books, etc., belonging to the University. This procedure also affords Human Resources with the opportunity to explain privileges in connection with insurance benefits, conversions, and employee retirement plan refunds.

At the time of termination, the forms listed below are to be completed in the prescribed manner outlined below. Those forms are:

1. Termination/Retirement Form
(NOTE: Unused vacation payment is requested on this form.)
2. Employee Checkout Procedure form

Both forms are available in electronic format at <http://www.utdallas.edu/forms/> under the Human Resources Management Forms section. Questions regarding pay should be directed to Payroll.