



Truman State University Employee Exit Form

\_\_\_\_ Faculty  
\_\_\_\_ Staff

\_\_\_\_ Full Time  
\_\_\_\_ Part Time, Temporary, GTRA

\_\_\_\_ Salary  
\_\_\_\_ Hourly

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Banner ID: \_\_\_\_\_

W-2 Permanent Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

We value your input; please complete the "Exit Survey" located on TruView, Employee tab, in the Compensation and Benefits channel.

Department	Purpose	Authorized Signature / Date
Department	<b><u>ALL</u> employees contact your Department Secretary:</b> To collect any equipment, laptop, software, etc.	
Human Resources McClain Hall 101	<b><u>ONLY</u> full time employees contact the Human Resources Office at x4031:</b> To schedule an exit interview To review an explanation of benefits	
Payroll McClain Hall 106	<b><u>ALL</u> employees contact Payroll to complete the following:</b> Return all keys to Payroll Remove parking sticker and return pieces to Payroll Library items must be returned to the Library and all fines and fees should be paid (provide receipt to Payroll) Pay Cashiers any outstanding fines and fees (provide receipt to Payroll) Return all cell phones, blackberries, pagers, calling cards, etc. to Payroll Return Visa procurement or corporate cards to Payroll	

To the best of my knowledge, I have turned in all records and property and satisfied all obligations to Truman State University.

Signature \_\_\_\_\_ Date: \_\_\_\_\_