



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	<p><b><u>ALL</u> employees contact your Department Secretary:</b>            To collect any equipment, laptop, software, etc.</p>	
Human Resources McClain Hall 101	<p><b><u>ALL</u> employees contact Human Resources to complete the following:</b></p> <ul style="list-style-type: none"> <li>* Review benefits (retirement and health insurance)</li> <li>* Turn in exit survey (found on TruView under Employee tab)</li> <li>* Update forwarding address (if applicable) for tax reporting purposes</li> <li>* Discuss retiree benefits (if applicable)</li> <li>* Return all keys to HR</li> <li>* Remove parking sticker(s) and return pieces to HR</li> <li>* Return Employee ID and Designated Guest ID (if applicable) to HR</li> <li>* Library items must be returned to the Library and all fines and fees should be paid (provide receipt to HR)</li> <li>* Pay Cashiers any outstanding fines and fees (provide receipt to HR)</li> <li>* Return cell phone (if applicable) to Business Office, to be confirmed by HR</li> <li>* Return Visa procurement card (if applicable) to Business Office, to be confirmed by HR</li> </ul>	

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

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