

EMPLOYMENT TERMINATION CHECKOUT FORM

Full-time Faculty, Administrative and Staff Personnel
Brigham Young University

This form will lead you through the checkout process as you terminate employment and leave the University. The process begins with Benefits Services and ends with your own Department. You should start the process about a week before your final work day. If you are **retiring** rather than terminating employment, use the RETIREMENT CHECKOUT FORM online at <https://hrs.byu.edu/employees/ending-employment> or contact Benefits Services, ext. 2-4716

Name: _____ BYU ID: _____

Termination Date (Fac / Admin / ATH / Staff): _____ Final Check Date (Fac / Admin / ATH / Staff): _____

STEP 1: BENEFITS SERVICES: Go to ASB D-240 (ext. 2-4716) for information on post-termination benefits.

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|--|--|
| <input type="checkbox"/> Check Current Class Enrollment Status (Tuition Benefit) | |
| <input type="checkbox"/> Medical Insurance/COBRA | <input type="checkbox"/> Cell Phone (Personal Plan) |
| <input type="checkbox"/> Flexible Spending Account (FSA) | <input type="checkbox"/> Mailing Address in Personal Information (PI) |
| <input type="checkbox"/> Savings Plan Options | <input type="checkbox"/> Copy of Checkout Form to Payroll |
| <input type="checkbox"/> Loans | <input type="checkbox"/> Copy of Checkout Form to Faculty /Athletic Professional Personnel |
| <input type="checkbox"/> Master Retirement | <input type="checkbox"/> Send Termination Email |

BENEFITS SERVICES CLEARANCE: _____ / _____
(Authorized Signature) (Date)

TERMINATING EMPLOYEE: _____ / _____
(Signature) (Date)

STEP 2: EXIT SURVEY:

Staff/Admin: Before you depart, we would appreciate receiving feedback regarding your employment experience. Please complete a survey at: https://byu.az1.qualtrics.com/jfe/form/SV_eP318JKNGeoK5kV.

Faculty: Faculty desiring to schedule an exit interview should contact Faculty Relations, ext. 2-7017, D-341 ASB.

STEP 3: DEPARTMENT: Please return this form to your department when it is completed.

The department should then access the “Department Termination/Retirement Checklist” found at this link: <https://hrs.byu.edu/employees/ending-employment> and review the list of items to collect, systems to update, and things employees may need to resolve before leaving the university.