

**BRIGHAM YOUNG UNIVERSITY**  
**EMPLOYMENT TERMINATION CHECKOUT FORM**  
**Full-time Faculty and Staff**

This form will lead you through the checkout process as you terminate employment and leave the University. The process begins with Benefits Services (*please contact at 2-4716*) 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, please contact the **Retirement Specialist** at 2-4486.

Name: \_\_\_\_\_ BYU ID: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Final Check Date: \_\_\_\_\_

☐ Faculty

☐ Exempt Staff

☐ Non-exempt Staff

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

\_\_\_\_ Medical Insurance/COBRA  
\_\_\_\_ Flexible Spending Account (FSA)  
\_\_\_\_ Savings Plan Options\*  
\_\_\_\_ Loans\*  
\_\_\_\_ Master Retirement\*  
\_\_\_\_ Check Current Class Enrollment  
Status (Tuition Benefit)  
\*DMBA contact: 801-578-5600  
800-777-3622

\_\_\_\_ Cell Phone (Personal Plan)  
\_\_\_\_ Mailing Address in Workday  
\_\_\_\_ Health Savings Account (HSA)\*  
\_\_\_\_ Cougar Cash ("Please switch your Cougar Cash to the Prepaid account.  
If you are paid monthly, please do this at least one month before leaving  
BYU to avoid later charges to your My Financial Center account. If you  
have any questions, please see [cougarcash.byu.edu](http://cougarcash.byu.edu) or  
email [jdcenter@byu.edu](mailto:jdcenter@byu.edu)."\*)

**BENEFITS SERVICES CLEARANCE:** \_\_\_\_\_ / \_\_\_\_\_  
(Authorized Signature) (Date)

**TERMINATING EMPLOYEE:** \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Date)

**STEP 2: EXIT SURVEY:**

**Staff:** Before you depart, we would appreciate receiving feedback regarding your employment experience. Please complete a survey by scanning the QR code or through this link: [https://byu.az1.qualtrics.com/jfe/form/SV\\_eP3l8JKNGcoK5kV](https://byu.az1.qualtrics.com/jfe/form/SV_eP3l8JKNGcoK5kV).



**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.

**BENEFITS PROCESSING**

\_\_\_\_ Copy of Checkout Form to Payroll  
\_\_\_\_ Copy of Checkout Form to Faculty /Athletic Staff  
\_\_\_\_ Send Termination Email