



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Separation

Number: 2650

Subject: University Checkout Policy

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Applies To: Campus Employees

Revised:

University Checkout Policy

Permanent Georgia Southern University staff and all faculty members shall be required to complete the Georgia Southern University Check-Out form upon their resignation, retirement, or termination from the University. This process ensures that University property (library books, computers, uniforms etc.), any credit cards are returned, fees, fines or bills are paid and keys are returned to the Key Bank and electronic access is deleted from the authorization data bank. (reference: <http://services.georgiasouthern.edu/facilities/keycontrol.htm>)

Staff employee's Vacation Payout (VPO) will be held for one pay period to ensure all obligations to the University have been returned or paid. If an employee fails to return any assigned equipment and/or uniform, or pay any outstanding financial obligations, such as, but not limited to outstanding travel advance (s), returned check (s), unpaid employee benefits, parking fine (s), keys, amounts due (replacement cost) will be deducted from final Vacation Payout. If Vacation Payout funds are not sufficient to pay outstanding obligations, the outstanding receivables and/or value of unreturned property will be turned over to the Georgia Southern University Collection Office. If the University's Collection Office is not able to collect the value of unreturned property, the indebtedness will be turned over to an external collection agency.

Since Faculty members do not accrue vacation/annual leave, the outstanding receivables and/or value of unreturned property will be automatically turned over to Georgia Southern University's Collection Office.

In addition, the employee's University Identification Card must be given to the Human Resources representative during the scheduled exit review appointment. The Georgia Southern University Separation Checkout Form can be located on the forms link.