



**RICE UNIVERSITY  
Check Out Form**

Date \_\_\_\_\_

Employee \_\_\_\_\_

Employee ID# \_\_\_\_\_

Department \_\_\_\_\_

Contact # \_\_\_\_\_

We realize that opportunities or events may come up that cause you to leave Rice University to pursue other career or personal goals. This document will ensure you have completed the necessary steps before leaving, in addition to serving as a reference guide for questions you may have at a later date.

Last day at Rice: \_\_\_\_\_ .

**Before your last day...**

**Exit Survey/Interview** – Take the voluntary Exit Survey or contact Employee Relations to schedule an exit interview.

**Timesheet and/or Time & Attendance Reports** – For non-exempt employees, make sure to submit your final timesheet through Web Time Entry (WTE) or turn in your final timesheet to Payroll. For all employees not on WTE, turn in your time and attendance report to your supervisor.

**Outstanding amounts due** – In order to receive your final check, you need to clear any outstanding amounts due to the University, such as any travel expenses, parking fines, library materials, Faculty Club expenses, or any other fees due to Rice.

**Rice issued IDs & equipment** – Don't forget to turn in your Rice issued ID cards (employee ID, parking, Faculty Club, purchasing, etc.) to Human Resources or your supervisor, and your equipment (office keys, computer equipment, cellular phone, tools, uniforms, radios, etc.) to your supervisor.

Your signature indicates you have returned all University property including, but not limited to:

- |                                 |                          |
|---------------------------------|--------------------------|
| Tools                           | I.D. Card                |
| Departmental/Computer Equipment | Library Material         |
| Faculty Club Card               | Proximity (Parking) Card |
| Purchasing Card                 | Office Keys              |

\_\_\_\_\_  
Employee Signature      DD-MON-YR

\_\_\_\_\_  
Supervisor Signature      DD-MON-YR

**Your Final Check...**

❖ Your final check will be kept on direct deposit, unless you are not currently enrolled or you notify Payroll at [payroll@rice.edu](mailto:payroll@rice.edu) of any specific request prior to the payroll deadline of your last pay period.

Exit interview completed by:	
_____	
Human Resources	DD-MON-YR