

Employee Name: \_\_\_\_\_

## Separating Employee Checklist - Part A

**(Failure to return this completed Checklist with all required signatures may cause a delay in the final payment of any leave balances.)**

**Check-out Step 1: Financial System Access/Promissory Notes/Travel Advances/Credit Authorizations** - The Accounting Manager acknowledges that paperwork to delete relevant financial system access has been submitted and follow-up will be performed to ensure system deletion. Additionally, the employee is responsible for obligations made to the college regarding tuition assistance, sabbatical leave, relocation expenses, travel advances, etc. The Accounting Manager will review any outstanding college debts with you and determine repayment schedules as applicable. Employee must return MasterCard or other credit authorizations. Employee must obtain the signature of the Accounting Manager or designee in this section.

Items returned: \_\_\_\_\_

Employee's Initials	Accounting Manager – WDCC Room 202Q
	Signature <span style="float: right;">Printed Name</span>

**Check-out Step 2: Department of Technology** - Return all computers, computing devices and the related peripherals and accessories; make a record of all created accounts and computer passwords, etc. Employee must obtain the signature of the Manager of Administrative Computing or designee in this section.

Items returned: \_\_\_\_\_

Employee's Initials	Mgr Administrative Computing- PRC LTC B29
	Signature <span style="float: right;">Printed Name</span>

(Over)

**Check-out Step 3: Your Department** – Return employee identification card; college keys (file cabinet key, desk keys, etc.); all uniforms, office equipment and manuals, department accesses, etc. issued to you by your unit manager. Be sure to clean-out your office space or cubicle and remove all of your personal belongings. Employee must obtain the signature of their respective unit manger in this section.

Items returned: \_\_\_\_\_

Employee's Initials	Employee's Supervisor
Signature	Printed Name

**Check-out Step 4: Telecommunications Equipment** - Return pagers, beepers, cellular telephones, etc. Employee must obtain the signature of the Telecommunications Coordinator or designee for this section. (If not applicable, supervisor may provide sign-off.)

Items returned: \_\_\_\_\_

Employee's Initials	Telecommunications Coordinator - PRC LTC 154
Signature	Printed Name

**Check-out Step 5: Department of Police** – All building/office keys are to be returned to your immediate supervisor. Police and Security Services will contact your supervisor to ensure all keys issued to you during your employment have been collected by the supervisor before they provide you with sign-off on this checklist. Employee must obtain the signature of the Chief of Police and Security Services or designee for this section.

Items returned: \_\_\_\_\_

Employee's Initials	Department of Police– PRC Burnette Hall Room100
Signature	Printed Name

**Check-out Step 6: Return the complete Checkout List and employee name badge to Human Resources on or prior to your last day of work. Good luck and best wishes!**