

Exiting Employee Checkout

Please make sure you complete this prior to your last day of employment. Failure to clear any obligations may result in a hold on your final check.

Employee Name	SID	Last Date of Employment
Title	Department	Supervisor

Have your **supervisor or designee sign** in the box to indicate that you have returned College property that has been issued to you.

Signatures are required

Cleared Yes/No	Items to be returned or released	Person and Department Providing Clearance	Signature
	Office Supplies, Equipment (including cell phones, Laptops), Desk & File keys	Supervisor	
	Office & building keys to be returned to Security	Security Supervisor/Security Sergeant	
	P-Card	Bev Felton or email pcardteam@email.edcc.edu	
	All time and leave reporting completed in TLR	Supervisor	
	Ed-Pass/Building Access	Ed-Pass/ Bookstore	

Please review the following list and make sure that you take care of any outstanding obligations you may have.

Signatures are NOT required – Checklist is provided for your convenience only

E-mail, computer passwords	InfoTech	Help Desk (x1234)
Books, fines, videos, other	Library	George Babcock (x1855)
Audio visual equipment, other	Media Services	Daniel Dootson (x1533)
Release building access codes	Security	Security Office (x1501)
Travel claims, Debts, Reimbursements,	Accounting	Marina Kholoshenko (x1695)
Release mail box	Communications	Kelvin Nesvog (x1586)
Release telephone numbers	Telephone Services	Ryan Siemer (x1798)
Enrollment Services (Records)	Grades (Faculty)	Quynk-Uyen Mihara (x1853)
Ed-Pass/Building Access	Ed Pass	Frederick Pieters (x1143)

Return this form to Human Resources.