

DATE:

TO:

FROM: Janette Reilley/Human Resources

RE: Employee separation from college

Human Resources Division has received confirmation that your employee will be leaving the college.

Prior to completing the separation process, it is your responsibility to ensure that the following obligations have been met:

- ✓ Please make sure your exiting employee has submitted a letter of resignation to you and send to Human Resources.
- ✓ All leave slips are completed and sent to Human Resources as soon as possible.
- ✓ Any Ed-Pass/Building Access cards are turned in to Ed Pass office.
- ✓ Make sure employee has turned in all office supplies, equipment, and desk and file keys.
- ✓ All office and building keys are returned to Security. Failure to turn in all keys to Security will result in the final paycheck being delayed.
- ✓ Sign off on the employee's exit checklist and ensure checklist is returned to Human Resources.

The final payout of unused vacation, if any, will be based on the accuracy of data submitted by you. It is important that we do not overpay an employee for unreported leave. Please be sure to email the Benefits Coordinator with any anticipated leave between the date of resignation and the date of separation.

A termination PAF has been prepared for you. Please verify all information is correct, then sign and date the PAF and return to my attention in HR.

If you have any questions, give me a call at extension 1774.

Thank you for your help and cooperation.

# HUMAN RESOURCES

# Exiting Employee Checkout

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. Return the form to Human Resources for final checkout.

*Signatures ARE required for the four items below.*

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	
	<b>Office &amp; building keys to be returned to Security</b>	<b>Security Sergeant</b>	
	All Leave Slips completed & sent to Human Resources	Supervisor	
	Ed Pass/Building Access	Ed Pass Office (Lynnwood 214)	

Please review the following list and make sure that you take care of any outstanding obligations you may have. You are responsible for completing this prior to your last day of employment. Failure to clear any obligations may result in a hold on your final check.

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

E-mail, computer passwords	Info Tech (ATS) Academic Comp. Services (ACS)	Help Desk (x1234) Jessica Wallace (x1105)
Books, fines, videos, other	Library	Johnetta Moore (x1639)
Audio visual equipment, other	Media Services	Daniel Dootson (x1533)
Release Building Access Codes	Security	Security Office (x1501)
Travel claims, Debts, Reimbursements, Credit Card, Other	Accounting	Marina Kholoshenko (x1695)
Release Mail box	Communications	Kelvin Nesvog (x1586)
Release telephone numbers	Telephone Services	Ryan Siemer (x1798)
Enrollment Services (Records)	Grades (Faculty)	Division Dean
Ed-Pass/Building Access	Ed Pass	Frederick Pieters (x1143)