

Employee Check-Out Procedures

Employees who are separating from the college should *return this completed form to the director of human resources*. Failure to complete and return this form can lead to withholding of the employee's final paycheck.

Name: _____ **Position:** _____

Present Address: _____
(P.O. Box or Street Address)

(City, State, Zip)

Forwarding Address: _____
(P.O. Box or Street Address)

(City, State, Zip)

Separation Date: _____

	Date	Approved by
1. Appropriate department/divisional office: A. All reports and records completed (inc. grades for past 3 yrs./INC.) B. Equipment inventory approved/certified by equipment coordinator)		
2. Faculty only: Office of Director of Admissions, Records, and Registration – grade reports completed.		
3. Maintenance only: Uniform/keys/radios/pagers/ to plant manager.		
4. Library: All books and materials returned.		
5. Audiovisual: All materials returned.		
6. Business Office: A. insurance information supplied B. retirement information supplied C. financial accounts cleared D. corporate credit card		
7. Office of Human Resources: A. COBRA requirements B. exit interview C. Keys		
8. Final salary check issued		
9. Information Services		
10. Appropriate divisional office – close personnel file.		

(Employee Signature) _____
(Date)

(Director of Human Resources) _____
(Date)

