# Sandhills Community College

## *Employee Check-Out Procedures Form*

Employees who are separating from the college should ***return this completed for to the Director of Human Resources.*** Failure to complete and return this form could lead to withholding of the employee's final paycheck.

**Name:** _____ **Position:** _____

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

_____
(City, State / Zip)

**Former Address:** _____
(P.O. Box or Street Address)

_____
(City, State / Zip)

**Separation Date:** _____

| | | Date | Approved by: |
|---|---|---|---|
| **1. Appropriate Department/Divisional Office:**<br>A. All reports and records completed (inc. grades for past three (3) yrs./INC.)<br>B. Equipment inventory approved/certified by equipment coordinator | | | |
| **2. Faculty Only:**<br>A. Office of Director of Admissions, Records & Registration – grade reports completed.<br>B. Student Advising cleared | | | |
| **3. Maintenance Only:**<br>Uniform/keys/radios/pagers – to Plant Manager. | | | |
| **4. Library:**<br>All books and materials returned. | | | |
| **5. Telecommunications Coordinator:**<br>A. Update Personnel Directory<br>B. ID Card<br>C. Telecommunications – Voicemail cleared | | | |
| **6. President's Assistant:**<br>Educational Achievement Program obligation. | | | |
| **7. Audio-Visual:**<br>All materials returned. | | | |
| **8. Business Office:**<br>A. Insurance information supplied<br>B. Retirement information supplied<br>C. Financial accounts cleared<br>D. Flexible Spending Account reconciled<br>E. Corporate credit card | | | |
| **9. Security:**<br>A. Parking Sticker | | | |
| **10. Office of Human Resources:**<br>A. COBRA Requirements<br>B. Exit Interview<br>C. Keys | | | |
| **11. Final Salary Check Issued** | | | |
| **12. Information Services** | | | |
| **13. Appropriate Divisional Office:**<br>Close personnel file. | | | |

_____ _____
(Employee Signature) (Date)

_____ _____
(Director of Human Resources) (Date)