

**SHORELINE COMMUNITY COLLEGE**

**Employee Separation Checklist**

(Please Print)

**Staff Name:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

Upon separation from employment, **your supervisor will be responsible for ensuring you have visited the departments listed below** prior to your last day on campus. On your last day, submit the items listed under the "Items Left with Supervisor". **Your supervisor will be responsible for delivering both this completed form and any remaining items to HR immediately following your departure.**

Please NOTE that even if you do not have items to return to a particular area, you will still need to have that department sign off indicating clearance for your final separation process. DEPARTMENTS: If no items are being returned, please list "N/A" with your initials on the "Received By" line.

**Items Left with Safety & Security:**

	<b>Received By:</b>	<b>Date:</b>
Employee Parking Permit(s)	_____	_____
SCC Key(s)*	_____	_____

\*\$25 minimum fee charged for keys not returned

**Items Left with Library/Media:**

	<b>Received By:</b>	<b>Date:</b>
Library Books	_____	_____
Media Equipment	_____	_____

**Items Left with Technology Support Services:**

	<b>Received By:</b>	<b>Date:</b>
Technology Equipment/Software	_____	_____

**Items Left with Financial Services:**

	<b>Received By:</b>	<b>Date:</b>
College Travel/Purchasing Card	_____	_____

**Items Left with your direct Supervisor:**

	<b>Received By:</b>	<b>Date:</b>
Employee ID Card	_____	_____
Employee Name Tag	_____	_____
ADA Related Equipment	_____	_____

**FINAL PAYCHECK:** Please indicate by checking the appropriate box below, how you would like your final check to be disbursed. The default method of disbursement will be the same method your regular paychecks are currently processed.

- Direct deposit to my existing account on file
- I want a physical check (select one):       Held for me in Human Resources       Mailed to my home

If you will have a change of address following your separation from the College, please ensure that you update your address and contact information in ctcLink prior to your departure. Note that you will continue to have access after separation to pay stubs and W2's through ctcLink Employee Self Service. You will need to use your ctcLink Employee/Student ID and password to access.

**EXIT INTERVIEW:** In addition to this checklist, we encourage you to complete an Exit Interview with the Executive Director of HR in person, by phone, or via virtual meeting. If you would prefer to complete and online survey, you can submit it [HERE](#).

**EMPLOYEE ACKNOWLEDGEMENT:**  
I understand that I may be billed for any property issued to me by Shoreline Community College that I fail to return before separation.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only	HCM Input:	Date & Initials
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