



## EMPLOYEE SEPARATION CHECKLIST

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Unit/Program: \_\_\_\_\_

### RETURN to SUPERVISOR:

*Initials/Date*

*Initials/Date*

- College-Issued Laptop \_\_\_\_\_
- Employee Name Tag(s) \_\_\_\_\_
- Employee ID Card \_\_\_\_\_
- Other Tech Equipment \_\_\_\_\_

### RETURN to BUDGET (Room 1201)

*Initials/Date*

- College Credit Card \_\_\_\_\_

### RETURN to SAFETY & SECURITY (Room 5102)

*Initials/Date*

*Initials/Date*

- Campus Key(s) \_\_\_\_\_
- Parking Permit(s) \_\_\_\_\_

### RETURN to HR (Room 1013)

*Initials/Date*

*Initials/Date*

- ADA Equipment \_\_\_\_\_
- Separation Checklist \_\_\_\_\_

### OTHER ITEMS:

In the event the College needs to connect with you after employment ends, please provide:

Personal Email Address: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

**FINAL PAYCHECK:** \_\_\_\_ Direct Deposit to Acct On File \_\_\_\_ Physical Check Mailed to Home Address

**EXIT INTERVIEW:** \_\_\_\_ With HR \_\_\_\_ Via [Online Survey](#) \_\_\_\_ With Supervisor

**STAY CONNECTED:** \_\_\_\_ Yes! I want to receive info on College/Foundation events and activities.

### EMPLOYEE ACKNOWLEDGEMENT:

*I understand that I may be billed for any College property issued that I fail to return before separation.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Please return completed form to HR (Room 1013) prior to departure. Thank you!

**HR ONLY:** \_\_\_\_\_ Payroll \_\_\_\_\_ Exit Interview \_\_\_\_\_ Emp Alumni