



EMPLOYEE EXIT CHECKLIST

Please complete this exit checklist on or before your last day of employment. Employees at off campus locations will have the Director/Supervisor verify the return of keys and/or technology related items.

A completed exit checklist will be required to process your termination in order to receive your final paycheck.

Date: _____

Employee Name: _____ Last day of employment: _____

Title: _____ Department: _____

INFORMATION TECHNOLOGY DEPARTMENT: Items checked out through IT have been returned. ☐ Yes ☐ No

Item(s) still checked out: _____ Replacement Cost: _____ Verified by: _____

FACILITIES DEPARTMENT/SATELLITE DIRECTOR: Keys checked out have been returned. ☐ Yes ☐ No

Keys still checked out: _____ Replacement Cost: _____ Verified by: _____

LIBRARY: All items checked out have been returned to the Library. ☐ Yes ☐ No

Item(s) still checked out: _____ Replacement Cost: _____ Verified by: _____

DIVISION CHAIR: Full-time faculty and staff teaching classes are required to have this section verified by the Division Chair

1) Grades Submitted ☐ Yes ☐ No 2) Student Records ☐ Yes ☐ No 3) Attendance and Grade Records ☐ Yes ☐ No

Employee will continue or is scheduled to teach as an adjunct for the College? ☐ Yes, keep email active ☐ No

☐ Items Outstanding: _____ Verified by: _____

FINANCIAL AID: Verify if the employee is receiving tuition waiver benefits.

Employee Waiver ☐ Yes ☐ No Dependent ☐ Yes ☐ No (Name(s)/ID#) _____

Employee termination before mid-term? ☐ Yes, 100% of tuition costs due to College ☐ No, tuition costs waived

Verified by: _____

PAYROLL: Provide an estimated amount of eligible accrued vacation leave payout based on current balance. Estimated amount does not include paid leave days used but not recorded as of this date. Accrued vacation payout is issued two weeks after last paycheck. Vacation is not eligible for retirement. According to Board Policy, accrued sick leave and unused personal leave are not paid out.

Verified by: _____

DEPARTMENT/SUPERVISOR:

Letter of Resignation submitted to Human Resources ☐ Yes ☐ No
Office clean and orderly with all personal items removed ☐ Yes ☐ No
All College/Department items have been returned ☐ Yes ☐ No
Signed final time sheet submitted (if applicable) ☐ Yes ☐ No ☐ NA
Signed final Leave of Absence form submitted ☐ Yes ☐ No

☐ Item(s) Outstanding: _____

Replacement Cost: _____

Verified by: _____

BUSINESS OFFICE: Verify any balance due the College on the date signed. This amount may not include any pending charges for other balances due to the College, (i.e. failure to return College property, any property damage, tuition reimbursement).

Cell Phone/Mobile Device Allowance Discontinued (if applicable) ☐ Yes ☐ No ☐ N/A
College Credit Card (if applicable) has been returned to the Business Office ☐ Yes ☐ No ☐ N/A
Student PERC/Accounts Receivable Hold ☐ Yes ☐ No ☐ N/A Amount: _____

Verified by: _____

HUMAN RESOURCES:**Paperwork:** (Review with Employee)

- ☐ COBRA Paperwork Requested (if applicable)
- ☐ PSRS/PEERS Retirement Information
- ☐ ECC Retiree Benefits
- ☐ Web Helpdesk Ticket to remove accounts/access
- ☐ Informed about access to eCentral for W-2 and pay advices

Outstanding Amounts: (HR personnel only)

<input type="checkbox"/> Information Technology (IT)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Due: _____
<input type="checkbox"/> Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Due: _____
<input type="checkbox"/> Library	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Due: _____
<input type="checkbox"/> Tuition Waiver payment due to College	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Due: _____
<input type="checkbox"/> Tuition Reimbursement payment due to College	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Due: _____

Verified by: _____

EMPLOYEE: Failure to complete and submit the signed form to Human Resources could result in processing delay of last paycheck. You will continue to have access to eCentral account after termination.

- ☐ I have returned all College property
- ☐ I have submitted my final time sheet (if applicable)
- ☐ I have submitted my final leave of absence form (if applicable)
- ☐ I have submitted grade and attendance records (if applicable)
- ☐ I made payment for tuition waiver or tuition reimbursement costs due to the College (if applicable)
- ☐ I have verified my address with Human Resources for W-2
- ☐ I understand that my W-2 will not be mailed if I have given electronic consent on eCentral
- ☐ If a retiree, I wish to be on the email list to be contacted regarding campus events, etc. ☐ Yes ☐ No

I understand that if I owe the College any outstanding balance, I am responsible for this cost. I understand that the College will withhold the outstanding balance, as allowed by law, from my last paycheck and/or from accrued vacation payment I would have received. If I still have a remaining balance, I will be responsible for payment within 30 days of my last day of work. If any discrepancies, you must contact Human Resources.

Employee's Signature/Date

Personal email address