



EMPLOYEE EXIT CHECKLIST

Employee's Name: ID #

Position:

Div./Dept: Separation Date:

Supervisor's Name: Title:

SUPERVISOR'S RESPONSIBILITY AND PROCEDURES:

Immediately upon notification of employee's pending separation, the employee's supervisor or designee is responsible for verifying that the employee has been properly checked out through the College's system. This requires the supervisor or designee to initiate and complete the following check-out steps. Upon verification of all information in each step, the supervisor or designee must submit this form immediately to the Office of Human Resources for final processing. ([See phone contact list.](#))

YES **NO*** ** If "No" is checked, attach a full explanation.*
***Note: In lieu of hard copy signatures, email correspondences documenting responses may be attached.*

 (1) I have confirmed that all Division and Departmental equipment has been returned.
(2) I have completed an I.T. Help Desk Request to deactivate the employee's Delgado computer access.
(3) I have ensured that the employee's facility access card and/or keys, as applicable, have been returned.
(4) If applicable, I have ensured the employee has returned the P-Card assigned to him/her as well as all P-Card purchase receipts and documentation.

Supervisor's Signature** _____ Date _____

 All I.T. issued computer & telecommunications equipment (cell phones, mobile devices, wireless access cards, etc.) and software (if applicable) have been returned & the O.I.T. Employee Check-out Deactivation Routing Form has been initiated by O.I.T. personnel.

OIT Signature** _____ Date _____

 All items listed on outstanding Property Removal Passes have been returned to the property location supervisor and all tagged moveable property has been returned to the proper location.

Property Manager ** _____ Date _____

 Facility Access Card and/or keys have been surrendered. _____ (Staff signature)

Campus/Site Police Dept. Signature** _____ Date _____

 All library resources have been returned.

Campus/Site Librarian Signature** _____ Date _____

 All media and audio-visual equipment has been returned.

Campus/Site Media Center Signature** _____ Date _____

 All funds owed to the College (travel advances, payroll-related receivables, parking/traffic tickets, tuition and fees, etc.) have been paid.

Bursar Office (City Park or West Bank Campus) Signature** _____ Date _____

I have completed the steps above that are required prior to separating the employee from the College.

Supervisor's Signature _____ Date _____

Form Received in HR Office: _____ (HR Rep signature) _____ (Date)

All Required HR Forms Completed: _____ (HR Rep signature) _____ (Date)