

NEW RIVER Community College

Employee Separation Checklist

The following activities must be completed by you to insure that your departure from NRCC is made as smoothly as possible and that we will have the information necessary for future contacts with you, yet at the same time, clear your record in respect to books, equipment, etc. Failure to submit this completed form could result in delay of your final paycheck. Any personal records, books, or materials should be boxed up and taken with you by the date of your departure from the college.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO HAVE ITEMS SIGNED BY THE SUPERVISOR IN THE AREA INDICATED PRIOR TO THEIR LAST DAY WORKED. PLEASE RETURN THE COMPLETED FORM TO HUMAN RESOURCES.

I, _____ (print name), CERTIFY THAT I HAVE RETURNED ALL COLLEGE EQUIPMENT AND MATERIALS and that my last day of employment or on paid leave at New River Community College is _____.

Employee's Signature: _____ Date: _____

Forwarding Address: _____

Personal Email Address: _____

	Check		Check
<p><u>DEPARTMENT/DIVISION OFFICE</u></p> <p>1) Resignation Letter Received & Forwarded to H.R. <input type="checkbox"/></p> <p>2) Office Equipment Returned <input type="checkbox"/></p> <p>3) Keys Returned <input type="checkbox"/></p> <p>4) Removal from CLAS <input type="checkbox"/></p> <p>5) Other: _____ <input type="checkbox"/></p> <p>_____ Supervisor's Signature</p>		<p><u>BUSINESS OFFICE</u></p> <p>1) P-Card (Purchasing Card) <input type="checkbox"/></p> <p>2) Travel Card <input type="checkbox"/></p> <p>3) Travel Reimbursements <input type="checkbox"/></p> <p>4) Outstanding Debts <input type="checkbox"/></p> <p>_____ Business Manager's Signature</p>	
<p><u>LIBRARY</u></p> <p>1) Books <input type="checkbox"/></p> <p>2) Other Material <input type="checkbox"/></p> <p>_____ Library's Signature</p>		<p><u>IT HELPDESK</u></p> <p>1) Equipment Returned (laptop, I-Pad, etc.) <input type="checkbox"/></p> <p>_____ Receipt Date & Initials of IT Personnel</p>	
<p><u>HUMAN RESOURCES/PAYROLL</u></p> <p>1) Final Timesheet Entered, if applicable <input type="checkbox"/></p> <p>2) Final Absence Requests Entered <input type="checkbox"/></p> <p>3) Outstanding Educational Aid <input type="checkbox"/></p> <p>4) Exit Interview <input type="checkbox"/></p> <p>_____ Director of Human Resources' Signature</p>		<p><u>INFO. TECHNOLOGY MANAGER</u></p> <p>1) Terminate Access as of _____ <input type="checkbox"/></p> <p>2) Disable email as of _____ <input type="checkbox"/></p> <p>_____ IT Manager's Signature</p>	