

Departmental Checklist for all Employees Separating from South Puget Sound Community College

On or before your last day of work, all employees separating from SPSCC must complete the following checklist including verification signatures from the appropriate areas. All employees full or part- time that have utilized any of the following services must complete this form prior to separation from SPSCC. **Supervisors see page 2 of this form for guidance.**

|  |  |  |
| --- | --- | --- |
| Name       | Employee ID  | Last Day  |
| Position      | Department  | Today’s Date      |
| Supervisor Name & Signature |       | Date: |       |

**Employee Responsibilities**

**Campus Check-Out/Sign-Off**

|  |  |  |  |
| --- | --- | --- | --- |
| Department/Contact | Access/Asset Listing | Release of Further Responsibility-Dept. Sign-Off | Date |
| Business/Finance Office *Bldg. 25**596-5249* | [ ]  Cashier- outstanding payments, loans[ ] Travel[ ]  Procurement (P) Card[ ]  Accounts Receivable |  |  |
| ELearningBldg. 22-181 596-5494 | [ ]  Canvas Account Access |  |  |
| Information Technology ServicesBldg. 25-Help Desk596-5544 | [ ]  Outlook email, Network Access[ ]  HP9000/VPN Access[ ]  Equipment: [ ]  iPad [ ]  Laptop[ ]  Cell Phone[ ]  Software/licenses[ ]  Scan & Scan+ Access[ ]  Remove access to systems that contain HIPAA, FERPA or other protected data[ ]  Remove Voice Mailbox ext\_\_\_\_ |  |  |
| Security OfficeBldg. 25-117596-5299 | [ ]  Outstanding Parking/fees/permits[ ]  Keys- Bldg/Room[ ]  E2 Campus[ ]  ReachPlus Alerts[ ]  Group Paging[ ]  School Report |  |  |
| Facilities Bldg. 14 596-5493 | [ ]  Uniforms[ ]  Equipment |  |  |
| Foundation596-5207 | [ ]  Payroll Deduction[ ]  Add to Former Employee List |  |  |
| Human Resources & Payroll Bldg 25596-5458 | [ ]  Benefits/ Insurance Coverage[ ]  Current Address for W-2 Notice[ ]  Final Payroll[ ]  Staff ID[ ]  Email address for future contact |  |  |

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**Completed form must be submitted to the Human Resources Office prior to departure from campus.**



Supervisor Checklist

for Separating Employees

This checklist outlines the supervisor’s responsibilities when separating an employee. It should be completed on or prior to the employee’s last day of work.

*This checklist serves as a guideline for supervisors and the order of steps may vary depending on the department and circumstances.*

|  |  |
| --- | --- |
| **Action Item** | **Completion Date** |
| [ ]  Send separation memo to distribution list: employeecheckout@spscc.edu with the following information:* Name of Employee
* Name of Department
* Type of Employee (i.e.: adjunct, classified, faculty, temporary)
* Employee ID Number
* Date of Separation

 **Sending an email to this distribution list will notify all college system authorities/offices for:*** + Cashier (tuition, or outstanding fines)
	+ ELearning (Canvas Access)
	+ Fiscal Services (P-Card)
	+ Human Resources (Payroll, Star Pass)
	+ Information Services (Network account, phone and voicemail)
	+ Security (Keys)
	+ Foundation (Former employee list)
 |  |
| [ ]  Develop termination plan for email, voice mail and electronic files* Questions? Contact IT Help Desk 596-5544

for special needs or access during transition time |  |
| [ ]  Ensure the employee has submitted their final TLR Timesheet and/or hours worked prior to last day.* Contact HR 596-5500
 |  |
| [ ]  If employee is a supervisor please arrange for a new Time & Leave Reporting Designee * Contact Payroll 596- 5374
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