



Human Resources

Clearance Checklist for Separating Employees

Employee Name: [Employee Name] Position: [Position Title] Last Day: [Date of Term]

All terminating employees are required to have the authorized person sign his/her name in the space provided below. Please make sure the completed checklist is on file with the Human Resources Director before you leave the campus. IF TRANSFERRING TO ANOTHER STATE AGENCY, THEN WHERE: _____ AND ON WHAT DATE: _____.

- Division Head / Supervisor For exit interview
Vice President For exit interview
President For exit interview
Safety/Security Key Return, Security Codes, Parking Pass and Tickets
Purchasing / Telephones Credit Cards, Pagers, Outstanding PO's, Voice Mail, etc.
Inventory Control Transfer of equipment custody, Mail.
Payroll Change of address, Leave payout.
Human Resources Cobra, Insurance, Leave Transfer/Balances, Employee ID.
ISM Director Update website, cancellation of email, security passwords, distribution lists.
Librarian For any book and media equipment returns.

Signature of Employee

Date