

SEPARATION CHECKLIST FOR EMPLOYEES

Employee information

Employee Name: _____ Supervisor Name: _____
 Department: _____ Last Day Worked: _____

When an employee is separating from the District, they are required to complete and return this checklist to the Human Resources Department no later than their last day of work.

The following employee separation checklist outlines important tasks to complete prior to the employee's last day in the office.

Note: Items on this checklist may not apply to every employee.

INITIATING THE SEPARATION PROCESS

<input type="checkbox"/>	Initiate the separation process by completing the Notice of Resignation/Retirement/Separation form: This provides written notice when resigning or retiring.
<input type="checkbox"/>	Submit the Notice of Resignation/Retirement/Separation to your supervisor
<input type="checkbox"/>	Discuss the status of your work assignments and any pertinent information for your team/department, collaborate with your supervisor regarding a plan to transition work and provide a report/list/summary of pending or in progress assignments.
<input type="checkbox"/>	Any questions regarding benefits, email: swcbenefits@swccd.edu
<input type="checkbox"/>	Any questions regarding accruals, email: swcpayroll@swccd.edu

PRIOR TO LAST DAY

<input type="checkbox"/>	Retrieve or delete any personal files/information
<input type="checkbox"/>	Transfers access to any folders and files to another District employee as directed
<input type="checkbox"/>	Return (transfer, copy, etc.) any data files, electronic documents, and records, etc. that are stored on your personal work PC or in your personal server file spaces
<input type="checkbox"/>	Transfer passwords for sole access rights to any administrative database, software application, information system, etc., that is necessary for program or unit operations, to the appropriate administrator, or arrange for an administrator to be given the access needed to assure continued operations
<input type="checkbox"/>	Delete or return any District owned/licensed software that is contained on a home computer. For assistance, contact the IT Help Desk
<input type="checkbox"/>	Setup Out of Office Message in email
<input type="checkbox"/>	Ensure reconciliation of District Purchasing Card, Credit Card, and/or any other transactions
<input type="checkbox"/>	Complete outstanding travel claims

<input type="checkbox"/>	Reimburse any charges owed to the District
<input type="checkbox"/>	Reimburse charges owed to other departments (e.g., Library)
<input type="checkbox"/>	Check with Payroll and Benefits regarding any outstanding Accounts Receivable

LAST FEW DAYS	
<input type="checkbox"/>	Ensure all personal items are removed from work area(s) (by last day)
<input type="checkbox"/>	Work with supervisor to draft an outgoing email and voice message
<input type="checkbox"/>	Return electronic devices: laptop and/or cell phone, etc.
<input type="checkbox"/>	Return purchasing card
<input type="checkbox"/>	Return employee ID/access card
<input type="checkbox"/>	Return all other District property
<input type="checkbox"/>	Update mailing address if needed (in My SWC Self-Service)
<input type="checkbox"/>	Complete exit survey via email from Human Resources

Department retains this form to document clearance of the above items.