

NEW RIVER Community College

Part-Time Employee Separation Checklist

You must complete the following activities to ensure 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 college property. Failure to submit this completed form could result in a delay with 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 FORM COMPLETED PRIOR TO THEIR LAST DAY WORKED.

I, _____ (print name), certify that I have returned all College equipment and materials and that my last day of employment at New River Community College is _____.

Employee's Signature: _____ Date: _____

Forwarding Address: _____

Personal Email Address: _____

<p><u>SUPERVISOR</u></p> <p>1) Resignation Letter Received & Forwarded to HR <input type="checkbox"/></p> <p>2) Office Equipment Returned (Send to IT) <input type="checkbox"/></p> <p>3) Keys Returned (Send to Facilities) <input type="checkbox"/></p> <p>4) Final Timesheet Entered (if applicable) <input type="checkbox"/></p> <p>5) Other: _____ <input type="checkbox"/></p> <p>_____ Supervisor</p> <p><u>BUSINESS/FINANCE</u></p> <p>1) Credit Cards Returned/Closed <input type="checkbox"/></p> <p>2) Debts Settled with Employee <input type="checkbox"/></p> <p>3) Other: _____ <input type="checkbox"/></p> <p>_____ Interim Vice President for Finance & Administrative Services</p>	<p><u>HUMAN RESOURCES</u></p> <p>1) Final Timesheet Approved <input type="checkbox"/></p> <p>2) Exit Interview Conducted <input type="checkbox"/></p> <p>3) Terminate from HCM/Cardinal <input type="checkbox"/></p> <p>4) Send IT an e-mail to terminate access and disable e-mail as of: _____ <input type="checkbox"/></p> <p>5) Other: _____ <input type="checkbox"/></p> <p>_____ Human Resources Manager</p> <p><u>INFORMATION TECHNOLOGY</u></p> <p>1) Equipment Returned: _____ <input type="checkbox"/></p> <p>2) Terminate Access: _____ <input type="checkbox"/></p> <p>3) Disable email: _____ <input type="checkbox"/></p> <p>4) Other: _____ <input type="checkbox"/></p> <p>_____ Information Technology Manager</p>
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PLEASE RETURN TO HUMAN RESOURCES