

## SEPARATION PROCEDURES AND SIGN-OFF

Employee \_\_\_\_\_ Department \_\_\_\_\_

Date of Separation \_\_\_\_\_ Reason for Separation:  Resignation  Retirement  Terminated

This form must be completed for all employees separating from service on the State payroll. The separating employee must return all property belonging to the College and/or grant sponsor, and all outstanding charges must be paid to the appropriate offices prior to separation.

**It is the responsibility of the immediate supervisor to initiate this form prior to the employee's last day on campus.**

The supervisor must notify the offices listed that the employee will be separating from service, and get that office's verification that all outstanding items have been returned or cleared. The "Initials" column may be completed by the supervisor or by a representative of the department receiving the item.

When all items are cleared, the supervisor and the employee both sign and date the form. The form and all corresponding documentation must be returned to the Internal Controls Office (HAB 302) no more than 10 business days after the employee's last day on campus. (Note: If any item(s) cannot be completed, this should be indicated on the form and Internal Controls will follow up.) Please keep a copy for yourself.

INITIALS N/A  
(✓)

|  |   |       |                             |
|--|---|-------|-----------------------------|
|  | I.D. Office – return of ID cards                        | x3032 | Tim Dilger - SUB 64         |
|  | Department – return of equipment and or items           | –     | Supervisor                  |
|  | Computer Services – equipment, email, LAN/Banner access | x3130 | Martha Teck - HAB 50        |
|  | Facilities – return all keys (i.e. office, building)    | x3308 | Nancy Higgins - SB 103      |
|  | Parking – outstanding fines/telecom charges             | x3347 | Jennifer Sofia - WH 114     |
|  | System Security – remove access to SMRT/Webconnect/OSC  | x3272 | Julie Majak - HAB 904       |
|  | Payroll – outstanding timesheets?                       | x3146 | Cecily Ann Brown - HAB 301  |
|  | Library – return of book(s) and or fines owed?          | x3716 | Anne Salluzzo - STL M26     |
|  | Travel and/or Net Card                                  | x3191 | Maureen Maxwell - HAB 302   |
|  | Cell Phone and/or charges                               |       |                             |
|  | Procurement - VISA pro card                             | x3197 | Yolanda Howell - HAB 307    |
|  | Accounts Payable – outstanding paperwork and or charges | x3179 | Sharon Countryman - HAB 304 |

The above offices have been contacted and all items have been cleared, unless otherwise stated. All State property issued or borrowed has been returned and all monies due have been paid.

Supervisor/Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_