

TO: Vice President for Business and Finance

FROM: _____

DATE: _____

SUBJECT: Staff Exit Checklist



(HR – 06/2018)

Before your last day of employment, please take care of the following and secure the signature of the person indicated or someone designated to sign in his or her absence.

1. Return the following to your immediate supervisor:
 - a. Keys to files, etc. _____ Supervisor
 - b. Any materials belonging to the college
 - c. ID Card

2. Return keys to offices, buildings, and grounds to the Physical Plant. _____ Physical Plant

3. Inquire about any amounts owed to the college:
 - a. Outstanding tuition fees _____ Cashier
 - b. Rent owed to the Housing Corporation
 - c. Parking tickets

4. Return procurement card, gasoline credit cards, and/or telephone credit cards to the Business Office. _____ P-Card Coordinator

5. Inquire about any outstanding amounts owed to the state:
 - a. Imprest funds for which you are responsible _____ Controller
 - b. Cash Advance settlements

6. Complete necessary forms at the Payroll Office
 - a. Insurance premiums _____ Payroll Officer

7. Verify that computer access and e-mail have been closed. Return any checked out items. _____ IT Director

8. Return all books, materials, etc. to the Library. _____ Librarian

9. Return mobile phones to the Purchasing Director. _____ Purchasing Director

10. Relinquish administrative control (login/password where applicable) for GSC-related social media pages. _____ Communications/Marketing

11. Return this form to the Office of Human Resources after the above listed items have been completed. _____ Vice President of Business and Finance

Forwarding Address:

Phone:
