

TO: **Vice President for Business and Finance**

FROM:

DATE:



Staff Exit Checklist

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.
- b. Any materials belonging to the college
- c. ID Card
- d. computers, phones, other equipment

Supervisor

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
- b. Rent owed to the Housing Corporation
- c. Parking tickets

Cashier

4. Return Purchasing Card to the Business Department.

P-Card Coordinator

5. Complete necessary forms at the Payroll Office:

- a. Insurance premiums- COBRA Election

Payroll Office

6. Verify that computer access and email have been closed. Return any checked out items. Return mobile phones to Office of Technology.

IT Director

7. Return all books, materials, etc. to the library.

Librarian

8. Relinquish administrative control (login/password where applicable) for GSC-related social media pages.

Communications/Marketing

9. Return Fleet Cards

Public Safety

10. Return this form to the Office of Human Resources after the above listed items have been completed.

VP of Business and Finance

Forwarding Address:

Phone:
