

Name: _____ Employee ID: _____

Last Date of Employment: _____

To the Employee: On or before your last day of work, this exit checklist will be distributed to the departments below via DocuSign. All signatures must be obtained and all equipment returned to the College.

FINAL CHECK: Your final check will be directed deposited on the payroll date following your last paycheck. This payment will NOT be released until the Exit Form is completed and all signatures have been obtained.

To the Departments: By signing the appropriate line below, you have assured us that the above named employee has returned all College supplies and equipment and has no outstanding obligations to the following departments:

<u>Department</u>	<u>Location</u>	<u>Signature</u>
Access Services, Library (if applicable – Return Books)	Front Desk	_____
Multimedia Services (Return DVD/VHS/Projector)	B1-25	_____
Information Technology Services (Return phone/iPad/laptop)	B2-41	_____
Controller, Business Office (Computer Loans/Forgivable Loans)	M1-2	_____
End College Parking	M1-3	_____
Purchasing (College Credit Cards)	M1-4	_____
Facilities Operations (Return KEYS)	MG-14B	_____
Office of Human Resources	A7-136	_____

For Retirees ONLY

Your College email account **will be closed at the end of business on the day of your retirement** and you will no longer have access to this account. However, as a retiree, you have the right to maintain a retiree email address which will also give you access to MyCCP.

Do you wish a retiree email address? Yes No

If “yes,” please be aware that your new email address will begin with “r2”.

It will become effective on the first day of your retirement and will be your new username for access to MyCCP.

As a retiree, would you like to convert your ID to a Retiree Identification Card? Yes No

Employee Signature: _____

HR staff: _____

Date: _____