

Southwestern Community College
Full-Time Employee Exit Check Sheet

Employee Name _____

Position _____

The following must be signed off prior to receipt of final paycheck. The signature of the Vice President of Administrative Services is the last one to be obtained.

Supervising Vice President

- Submission of Equipment and Records

Signature of College Official

Date

Director of Learning Resources

- Return of Books and Publications

Signature of College Official

Date

Network Services Specialist

- Termination of Computer Access Rights

Signature of College Official

Date

Vice President for Administrative Services

- Payment of Accounts Due
- Pickup Final Paycheck
- Submission of Exit Interview Report
- Turn in Keys:

Signature of College Official

Date

- Check of Voice Mail System
Submission of Password to Voice Mail _____