

Employee Name: _____

SCC Employee Separation Checklist

This checklist outlines employment separation responsibilities for any SCC employee (Classified, Adjunct Faculty, Temporary and Student Staff, including Work Study). It should be completed on or prior to the employee's last day of work. *This checklist serves as a guideline. The order of steps may vary depending on the department and circumstances.*

Employee Name: _____ Department: _____

Employee ID Number: _____ Separation Date: _____ Last Day Worked: _____

Type of Separation:

- Resignation/Separation
 Retirement
 Involuntary Termination*
 Change of Status
 Death*
 Transfer to _____

1. Signature Authority must initial or indicate N/A for each checklist item.
2. Separation is complete when steps are completed and signed form is returned to Human Resources.
3. Maintain a copy of the form for the employee and for employees' supervisor.

* For involuntary termination or death please contact Human Resources immediately and proceed with paperwork.

Employee Responsibilities

Action Item	Signature Authority	Initial and Completion Date
<input type="checkbox"/> Submit letter of resignation and notify HR immediately	Human Resources	(HR Received)
<input type="checkbox"/> Return parking decal, Employee ID card and keys	Public Safety	
<input type="checkbox"/> Review and update Time and Labor account for current payroll	Supervisor	
<input type="checkbox"/> Return work related tools and equipment (i.e. unused business cards, laptop, cellular phone, PDA, etc.)	Supervisor	
<input type="checkbox"/> Return department issued keys (i.e. file cabinet, media cabinet, locks, desk, drawer, electric cart)	Supervisor	
<input type="checkbox"/> Remove personal items from work space	Supervisor	
<input type="checkbox"/> Return Library items and pay fines	Library	
<input type="checkbox"/> Return Media items and pay fines	Media Services	
<input type="checkbox"/> Pay any outstanding tuition or fines Return petty cash, cash advances, gas card	Cashiers Office	
<input type="checkbox"/> Return procurement card (P-card) and clear or collect any remaining funds with Fiscal Services.	Fiscal Services	
<input type="checkbox"/> Review cellular invoices and pay for any personal calls	Media Services	
<input type="checkbox"/> Submit completed separation checklist to supervisor	Supervisor	
<input type="checkbox"/> Pay/return Phone/Data Stipend	Fiscal	
If needed: <input type="checkbox"/> Complete change of address form <input type="checkbox"/> Discuss Special Services Assignment status with College Human Resources	Human Resources	
<input type="checkbox"/> Schedule (optional) exit interview with HR	Human Resources	

Employee Name: _____

Supervisor Responsibilities

Action Item	Completion Date
<input type="checkbox"/> Send separation memo to distribution list: dl-sc-separation@scottsdalecc.edu with the following information: Name of employee Name of department Type of employee, Employee ID Number Date of separation Type of Separation Note: sending an email to this distribution list will reach all college administrative system authorities for: Cashier Services (tuition, fines, and petty cash) Fiscal Services (P-card, FMS account, cash advances) Human Resources (RPS, Special Services Contracts, HCM) ITS (Memo, calendar, phone, Voicemail, switchboard, My SCC, Web CT & SIS) Media Services (Media items, property loan agreement, cell phone, fines) Public Safety/Facilities (parking decal, key, access control card, badge, radio)	
<input type="checkbox"/> Develop exit plan for email, voice mail, electronic files	
<input type="checkbox"/> Remove email address from internal distribution lists	
<input type="checkbox"/> If performance has changed substantially since last evaluation or if evaluation is due then conduct final performance evaluation. (Board Approved ONLY)	
<input type="checkbox"/> If RPS employee, update end date of RPS <input type="checkbox"/> If work study student, notify Financial Aid <input type="checkbox"/> Cancel or arrange for Time and Labor designees (if employee is a supervisor) <input type="checkbox"/> Update and approve Time and Labor account for current payroll	
<input type="checkbox"/> Inventory office furniture <input type="checkbox"/> Arrange for office/work station to be cleaned <input type="checkbox"/> Remove name plates from door	
<input type="checkbox"/> Review employee checklist <input type="checkbox"/> Provide a copy to the employee <input type="checkbox"/> Maintain a copy of completed form for supervisor file <input type="checkbox"/> Send original checklist to Human Resources <input type="checkbox"/> Received employee clearance notice from Human Resources	

Employee understands that failure to complete separation checklist and return college property can result in employee being turned over to collection agency for recovery of college resources, criminal prosecution, and/or withholding of funds from final paycheck. This may include but is not limited to cost to replace equipment, rekey locks, and administrative fees.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____