Separation Checklist

This checklist should be used to ensure return of all company property and resolution of outstanding financial obligations, if any. Return of all company property is the responsibility of the employee. When all items have been returned / (if any area is not applicable to you, simply put N/A where initials should go) addressed satisfactorily, both the employee and issuing department should sign the form and **the supervisor** should deliver the form to Human Resource Services prior to the employee's last day for placement in his or her personnel file.

Responsible Department	Exit Responsibilities	Action	Employee Initials	Dept Initials
Human Resource Services ADM 102	Pay and Health Insurance	Final paycheck information; continuation of health insurance; part year employment; termination PA; etc.		
Controller's Office ADM 103	Calling Cards / Cell Phone Stipend	Return to department if phone is department property. Notify Controller's Office so they can delete access.		
	Travel Reimbursement & Direct Deposit	Review of any outstanding financial obligations and remove bank information; accessible by employee in Warrior Web.		
Student Accounts RCH 102	Tuition Reimbursement	Review of any staff registration / class discounts.		
Purchasing ADM 103	P-Card	Return to department and notify Purchasing of your departure so they can assign a P-Card to another employee.		
	Cell Phone	Return to department if phone is department property. Notify Purchasing so they can delete access.		
Budget Office ADM 106	Moving Expenses	If an employee voluntarily resigns after being reimbursed for moving expenses, the employee may be required to repay 100% of the reimbursement received.		
Activity Center Training Room ACC 35	Activity Center Locker	Return lock to Tracy Collins.		
IT Helpdesk SGC 112	Computer Access / Email Accounts/ Ellucian Colleague	Notify IT Helpdesk of your departure.		
SUB Info Desk – 2nd floor	Warrior 1 Card Deactivation	Contact SUB Info desk.		
Library	Library Books / Fines	Return all books to Library. Outstanding fees must be paid prior to last day worked.		
Public Safety MLH 110	Keys / Parking Fines	Return keys to Public Safety; outstanding fees must be paid prior to last day worked.		
Institutional Research & Effectiveness ADM 6	Qualtrics Survey	Transfer of ownership of qualtrics survey.		
Employing Department	Laptop and Accessories	Return to department where it was checked out.		
	CDs, or Flash drives with LCSC data; software; ebooks	Return to your department. Remove ebooks / apps purchased with LCSC funds from your personal electronic device.		
	Termination Personnel Action Form	Department will complete Termination PA.		
	Combination Keypad Locks	If departments have combination keypad locks, these are generally changed when any employee in the department leaves. Notify your department supervisor.		
	IT Account Termination	Supervisors will complete IT Account Termination available at https://lcsc.co1.qualtrics.com/jfe/form/SV_9ZcYjyoA7sjR2Jf		
	Social Media (Facebook, Twitter, etc) Login Information	Surrender full administration of social media for department/college.		

My signature signifies that all Lewis-Clark State College property has been returned and any financial obligations settled.

Employee Signature: _____ Print Name: _____ Date: _____

Supervisor Signature: _____ Print Name: _____ Date: _____