

Yuba County Office of Education Employee Separation Checklist

Employee Name:	Position:
Department/Site:	Separation Date:
Notes:	

Department Manager:

- Signed Final Timesheet
- Keys or Key Fob (office, building, other)
- Badge/ID (office, building, other)
- Departmental/company-issued IT equipment
- Tools/equipment/safety equipment
- Purchasing card(s), contact suppliers and vendors to cancel employee as authorized purchaser
- Marketing material, Instructional or Curriculum Materials
- Clean out desk, work area, etc.
- Any Department specific checklists (please attach)

Supervisor Signature

Date

IT Department:

- Network Access Account/Login
- E-mail Account
- Computer/Laptop
- Printer (personal)
- Fax and/or copier
- Cell phone and accessories
- LCD Projector
- Voice mail Account/Telephone Account
- Distribution List
- VPN connection access
- Cancel specific software access (accounting software, HR software, etc.)

IT Department Signature

Date

HR Department:

- Employee Exit Interview Sheet
- Remove name from department web page/directories
- Address verified for correspondence
- Benefits information discussed
- Notify TCSIG
- Personnel Action Request Form (Final Pay Calculation)

HR Department Signature

Date

Employee Acknowledgement

Date