Employee Separation Checklist

Upon pending separation from our district, it is required that all employees perform specific procedural steps associated with the conclusion of employment. The Principal/Supervisor and Human Resources staff have the responsibility to complete portions of a separation checklist. Untimely processing of this form will delay the issuance of the employee's final paycheck. **The employee will not be officially released and the final paycheck will not be available until Human Resources has received and signed this completed document.** The checklist should be initiated by the Principal/Supervisor and given to the employee to hand carry to the HR office.

Employee Name:_____ **Location:**_____

Position:_____ **Separation Date:**_____

Principal/Supervisor Items	**YES**	**NO**	**N/A**
Returned Keys			
Returned Identification Badge (send to Joe Bowen)			
Returned Teacher Manuals, Professional Books			
Submitted Student Grades			
Removed From Emergency Calling List			
Return District Cell Phone			
Return Computer			

HR - Data Processing	**YES**	**NO**	**N/A**
Deactivated from HR Software			
Notification to District Information Office			
Notification to District Media Office			

HR - Benefits Dept. Items	**YES**	**NO**	**N/A**
Benefits: COBRA Letter Sent			
Benefits: Scheduled for Termination			

HR - Leave Accounting	**YES**	**NO**	**N/A**
Unused Sick, Vacation, Personal Day computation			
Review of Attendance Balances			

Comments:

_____ _____

Principal/Supervisor Signature **Date**

_____ _____

Director Of Human Resources Signature **Date**