

Employee information:	
Name:	Department/Unit:
Last day in pay status:	Supervisor/Chair:
Check all that apply:	
resignation <input type="checkbox"/>	termination <input type="checkbox"/>
retirement <input type="checkbox"/>	Term to term pt faculty - not returning <input type="checkbox"/>
will begin other Oregon State Employment <input type="checkbox"/> If yes, please select start date: _____	
Updated contact information:	
Please update Paycom with new address information, if applicable. If your forwarding address is unknown at this time, please inform HR of new address as soon as possible	

EMPLOYEE

Employee: please initial each item to confirm completion; or enter N/A, if not applicable.

- _____ Reviewed HR exiting page (coming soon a webpage near you)
- _____ contact Human Resources for benefits/retirement information
- _____ Submitted resignation/retirement letter to supervisor with a copy to Human Resources
(Required not offered another term appointment or terminated)
- _____ Submitted final time/leave report(s) to supervisor
- _____ Returned all library material to OCCC Library Services _____
Library Staff - sign & date
- _____ Returned all property to the appropriate College units
- _____ Return all office, building, and desk keys to supervisor
- _____ Removed/copied all personal property (pictures, decorations, U Drive files, W-2 and earnings information from the portal, etc...) from work site and/or computer.

You will no longer have access to your email, voicemail, and office after your last day of work. You will continue to have access to your paycom portal for W2 information. It maybe in your best interest to request a paper copy. This request can be made in paycom.

Supervisor: It is your responsibility to ensure the collection of the items or completion of actions listed in this section.

SUPERVISOR & EMPLOYEE

Employee: please take action on the following items with your supervisor on or before your last day

(Supervisor please initial when completed; or enter N/A, if not applicable)

- _____ Reviewed HR exiting information – soon to be a webpage near you (required)
- _____ Received the employee’s resignation/retirement letter and forwarded a copy to HR (pt faculty term to term or terminated)
- _____ Review final electronic time sheet/leave report from employee; approve and submit
- _____ Collected all office, building, and desk keys from the employee
- _____ Collected purchasing and/or tax-exempt cards from the employee
- _____ Collected identification issued by Oregon Coast Community College
- _____ Collected laptop and/or iPad issued by Oregon Coast Community College
- _____ Collected flash drives, devices and other computer equipment
- _____ Collected miscellaneous office equipment or supplies
- _____ Obtained a list of all non-IT programs, websites and software with which the employee has an account or for which the employee knows log-in information for a State, College or unit/department account;
- _____ Ensured employee has completed all required job responsibilities prior to departure or has arranged to have them completed on their behalf

SIGNATURES

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

EXIT CHECKLIST FORM MUST BE COMPLETED, SIGNED & RETURNED TO HUMAN RESOURCES ON OR PRIOR TO THE EMPLOYEE’S LAST DAY.