

# • SOUTHWEST TENNESSEE COMMUNITY COLLEGE •

## FINAL CHECK-OUT SHEET FOR EMPLOYEES WHO ARE TERMINATING

**EMPLOYEE'S NAME** \_\_\_\_\_ **SOCIAL SECURITY NO.** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_ **DEPARTMENT** \_\_\_\_\_

**LAST DAY OF WORK** \_\_\_\_\_ **DATE OF HIRE** \_\_\_\_\_

### PLEASE CHECK THE APPROPRIATE ITEMS, SIGN AND DATE:

#### SUPERVISOR

- Division/Department property returned.
- Keys other than those checked out from the maintenance department returned.
  - All-in-1 files—check one
    - Delete account on last working day *or*
    - Disable/Retain until \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor Date

#### DEPARTMENT OF MEDIA SERVICES

- All equipment returned

\_\_\_\_\_  
Media Services Date

#### LIBRARY SERVICES

- All books returned
- No outstanding fines

\_\_\_\_\_  
Library Services Date

#### PHYSICAL PLANT

- Door keys returned
- Travel authorized cancelled

\_\_\_\_\_  
Physical Plant Date

#### TUITION REIMBURSEMENT

- Required service obligation completed

\_\_\_\_\_  
Academic Affairs Date

#### INFORMATION SERVICES

- Account deleted or disabled/retained as requested
- MCI PIN disabled on last working day
- All loaned computer equipment returned

\_\_\_\_\_  
Operations Date

#### INSURANCE

- Document completed
- Insurance: Cancel  Continue

\_\_\_\_\_  
Technical Support Date

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Insurance Officer Date

#### ACCOUNTS RECEIVABLE/BUSINESS OFFICE

- No outstanding fines
- No outstanding checks

\_\_\_\_\_  
Accounts Receivable Date

#### HUMAN RESOURCES

- Exit interview
- American Express/Diners Club card returned
- Southwest Tennessee Community College I.D.

\_\_\_\_\_  
Human Resources Date

#### PAYROLL

- Payroll deductions cancelled

\_\_\_\_\_  
Payroll Date

**NOTE: THIS FORM MUST BE COMPLETED WITH ALL APPROPRIATE SIGNATURES BEFORE FINAL PAYROLL CHECK CAN BE RELEASED.**