WASHINGTON COLLEGE

Office of Human Resources
300 Washington Avenue • Chestertown MD 21620
PHONE 410.778.7298 • FAX 410.778.7254
EMAIL hr@washcoll.edu
WEB hr.washcoll.edu

EXIT INTERVIEW FORM

EMPLOYEE NAME: _____ **WC EMPLOYEE ID#:** _____

FORWARDING ADDRESS: _____

_____

PHONE NUMBER: _____ **EMAIL:** _____

As part of the exit process, the employee must contact the individuals below to obtain campus clearance. Contact person(s) listed below must initial the appropriate line as an indication of clearance in this area.

1. DEPARTMENT (Department head or Supervisor)
_____ Books, uniforms, tools or other materials issued from the department returned
_____ Audio-visual materials and equipment returned
_____ Desk keys returned

2. LIBRARY (Cindy Sutton, ext.7701 or Ruth Shoge, ext. 7704)
_____ All library books and materials returned

3. INFORMATION TECHNOLOGY: (Cal Coursey, ext. 7894)
_____ College Computers, printers, software, cell phones, pagers, and other related equipment returned
_____ Voice mail and e-mail accounts discontinued or continued per Washington College Policy _____

4. PUBLIC SAFETY: (Jerry Roderick or Sue Golinski, ext. 7810)
_____ College keys and access devices returned
_____ Faculty/Staff ID card(s) returned
_____ Parking tag(s) returned

5. **REGISTRAR: (Laura Gianfrancesco, ext. 7710)**
_____ Confirmation of college tuition programs

6. BUSINESS OFFICE:
_____ Business Office Accounts **(Debra Bergen, ext. 7171)**
_____ 01 A/R
_____ EMID A/R
_____ SB A/R
_____ Corporate Credit Card (**Dorota Gills, ext. 7821)**
Leave Accrual **(Debbie Gannon, ext.7707 or Tracey Yiannakis, ext.7781)**
_____ Completion of Sick Leave Pool form at Termination
_____ Vacation Leave _____ Hrs. p/o @ Term
_____ Sick Leave
_____ Personal Leave

7. PAYROLL: (Marla Thomas, ext.7251 or Debbie Gannon, ext.7707)
_____ STPS _____ DV _____ Last pay check _____mail/pickup/direct deposit

8. HUMAN RESOURCES: (Shirley Haymaker, ext. 7799)
_____ Benefits reviewed (if applicable)

I acknowledge the above exit conditions and obligations have been satisfied. My last physical work day on campus will be _____ . I have completed my final time sheet and leave report and submitted for final signatures to Payroll in the Business Office.

_____ _____
Employee Signature Date

☐ Exit form completed and sent to Payroll for processing. Employee is clear to receive final pay.

_____ _____
Human Resources Signature Date