

EMPLOYEE CLEARANCE CHECKLIST

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 AND ACACDEMIC TECNOLOGY
(Cindy Sutton, ext. 7701 or Ruth Shoge, ext. 7704)**

_____ All library books and materials returned

(John Anderson, ext 7223 or LAT HelpDesk, ext. 7777)

_____ College computers, printers, software, and other related equipment returned to Help Desk

3. INFORMATION TECHNOLOGY: (Marshall Walton, ext. 7743)

_____ Voice mail and e-mail accounts discontinued or continued per Washington College Policy _____

4. PUBLIC SAFETY: (Jerry Roderick or Candy Tyrell ext. 7810)

_____ College keys and access devices _____ Faculty/Staff ID card(s) _____ Parking tag(s)

5. REGISTRAR: (Ashley Turlington, ext. 7220 or Rachelle Marks, ext. 7710)

_____ Confirmation of college tuition programs

6. ACCOUNTS RECEIVABLE: (Debra Bergen, ext. 7171)

_____ Business Office Accounts _____ EMID A/R
_____ A/R _____ SB A/R

7. PAYROLL: (Tracey Yiannakis, ext. 7707)

_____ DV _____ WTE _____ SB Payback _____ Last pay check _____ direct deposit

8. LEAVE ACCRUAL: (Leanne Petrides, ext. 7781)

_____ Sick Leave Pool _____ Sick Leave _____ Personal Leave _____ VPO _____ Hrs. p/o

9. BUSINESS OFFICE: (Judian Bianco, 7821) _____ Corporate Credit Card (if applicable)

10. HUMAN RESOURCES: (Kate Laking, ext. 7799 or Krista Batchelor, ext. 7298)

_____ Benefits reviewed (if applicable) _____ Exit Process

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, 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