



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)

\_\_\_\_\_ 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: (Brad Smith, ext.7158)

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

4. PUBLIC SAFETY: (Brandon McFayden 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 \_\_\_\_\_