

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

FINAL CHECK-OUT SHEET FOR EMPLOYEES WHO ARE TERMINATING

Employee's Name: _____

Banner ID: _____

Job Title: _____

Department: _____

Last Day of Work: _____

Date of Hire: _____

Employee

Are you changing to another State agency, TBR College/Institution, UTHSC, UT, University of Memphis, etc.? Yes No N/A

Do you require adjunct access for part-time faculty duties at Southwest? Yes No N/A

If yes, which academic department? _____

PLEASE CHECK THE APPROPRIATE ITEMS, SIGN, AND DATE:

Supervisor

- Division/Department property returned
- Keys other than those checked out from maintenance returned
- Disable account on last working day

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 canceled

Physical Plant Date

Information Services

- Account disabled
- All loaned computer equipment returned and is in satisfactory condition
- Mobile MIFI card returned
- Zoom account disabled
- Cellular/Two-way Radio returned
- Long distance code disabled
- Voicemail reset
- EMSI and JobsEQ accounts disabled (Senior Staff Only)

Technology Operations Date

Client Service and Support Date

Accounts Receivable / Business Office

- No outstanding fines
- No outstanding checks

Accounts Receivable Date

Human Resources

- Tuition reimbursement obligation completed
- Southwest Tennessee Community College I.D.

Human Resources Date

Payroll

- Payroll deductions canceled

Payroll Date

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