



## EMPLOYMENT SEPARATION CHECKLIST

This checklist is required for all full-time employees that are terminating employment or transferring to another campus.

If the termination is involuntary, please contact the District Office HR Solutions Center before proceeding.

This checklist should be completed on or before the employee's last day of work and may not encompass all items. For additional guidance, please contact Phoenix College Human Resources.

***Return a copy of the signed separations list to the employee, the original will be put in the employee's personnel file.***

<b>Employee Name:</b>		<b>Job Title:</b>	
<b>Department:</b>		<b>Last Day Worked:</b>	

Items to be Returned			
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|---------------------------|-------------------|---------------------------|----------------------|
| ID Badge                  | P-Card            | Keys (Office, Desk, etc.) | Uniform              |
| Physical/Electronic Files | Library Materials | Manuals                   | Computer/Laptop/IPad |
| Cell Phone                | Equipment         | Tools                     | Furniture            |
| Other:                    |                   |                           |                      |

Manager Actions Required			
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|---|---|--|---|
| Termination Notice Sent to HR via email | Requested Removal of Access to Systems (HCM, SIS, Google, etc.)<br><div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div> | Requested Removal of Access to Shared Drive(s)<br><div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div> | Requested Removal of Access to other Web Programs or Services<br><div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div> |
|---|---|--|---|

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|---------------------------|--|------------------------------------|---|
| Reported Time is Complete | All reimbursements and expense reports have been processed | Email is Forwarded (if applicable) | Voice Mail is Forwarded (if applicable) |
|---------------------------|--|------------------------------------|---|

Personal items/files have been collected

Employee Name	Date
Employee Signature	
Supervisor Signature	Date
Received by Human Resources Signature	Date