

## *Separation from Employment Sign-out Check List*

Employee's Name \_\_\_\_\_ ID Number \_\_\_\_\_  
Department \_\_\_\_\_ Last Day Worked \_\_\_\_\_  
Reason for separation \_\_\_\_\_  
Forwarding address \_\_\_\_\_  
Employee signature \_\_\_\_\_ Date \_\_\_\_\_

On or before your last day of work, please obtain all signatures from the following departments before returning this form to the Human Resources Office along with your Employment Reference Form, College ID and any College Credit cards.

### **College Cashier**

Personal account cleared? \_\_\_\_\_ Telephone bills? \_\_\_\_\_  
College Cashier's signature \_\_\_\_\_

### **Library**

Materials returned? \_\_\_\_\_ Exception? \_\_\_\_\_  
Library signature \_\_\_\_\_ Date \_\_\_\_\_

### **Public Safety**

College keys/property/equipment returned? \_\_\_\_\_  
Exception? \_\_\_\_\_  
Public Safety signature \_\_\_\_\_ Date \_\_\_\_\_

### **Center for Educational Technologies**

All equipment returned to department or CET – Yes No (Circle One)  
If Gordon alumus/a–  
Do you want a Gordon email for life – Yes No (Circle One)  
Terminate access to Gordon accounts on the following date: \_\_\_\_\_  
(If beyond the last day worked, you need supervisors and HR approval)  
CET signature \_\_\_\_\_ Date \_\_\_\_\_

### **Auxiliary Services**

Validine account cleared? \_\_\_\_\_ Balance? \_\_\_\_\_  
Telephone calling card? \_\_\_\_\_  
Auxiliary Services signature \_\_\_\_\_ Date \_\_\_\_\_

### **Development Office**

Mailing List \_\_\_\_\_ Development signature \_\_\_\_\_

### **Human Resource Office**

ID card returned? \_\_\_\_\_ Resignation letter received? \_\_\_\_\_  
Credit Cards returned? \_\_\_\_\_ Final Time Card submitted? \_\_\_\_\_  
Employment Reference form returned? \_\_\_\_\_  
Human Resource signature \_\_\_\_\_ Date \_\_\_\_\_