



## EMPLOYEE EXIT CHECKLIST

*This form must be completed and returned to Human Resources for final leave calculation and payout*

Employee Name: \_\_\_\_\_

Leave Balance to be Paid \_\_\_\_\_

Date of Separation: \_\_\_\_\_

ITA Termination Complete \_\_\_\_\_

*It is recommended if possible an employee's date of separation coincides with the end of the pay period.*

Reason for Separation\*\*(see codes): \_\_\_\_\_

HRMS/CIPPS# \_\_\_\_\_

This checklist is intended to help you complete the exit process. Check each area as applicable and return to your supervisor.

### Date Completed

- \_\_\_\_\_ Communicate with supervisor regarding use of accrued leave prior to departure
- \_\_\_\_\_ Submit a formal resignation letter or notice from the employee or supervisor to HR
- \_\_\_\_\_ Schedule an appointment with HR to review any transitional benefit information
- \_\_\_\_\_ Submit final timesheet and/or leave request to supervisor for approval
- \_\_\_\_\_ Communicate with supervisor on transition of projects, files, etc.
- \_\_\_\_\_ Return any college property, including but not limited to: Computers, laptops, flash/external drives, AV equipment, software, manuals, uniforms, cellular phones, pagers and the IT account termination form through **KACE** completed and submitted
- \_\_\_\_\_ Pay outstanding travel advances/debts
- \_\_\_\_\_ Repay Educational Assistance in compliance with the Educational Assistance Policy\*
- \_\_\_\_\_ Return PVCC Identification Card to Human Resources
- \_\_\_\_\_ Return College credit/gas cards to Business Office
- \_\_\_\_\_ Return parking hangtag to Security
- \_\_\_\_\_ Return books or materials checked out from the Jessup Library
- \_\_\_\_\_ Return desk/office/department/building keys to supervisor: Office/Room # \_\_\_\_\_

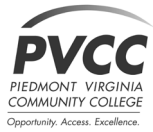
Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\* Employees receiving educational assistance for a degree/award or educational professional plan are required to repay the amount in full if they terminate employment at PVCC within one (1) year of completion of the course. For employees receiving a tuition waiver for a PVCC course, no repayment is required upon termination of employment.



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### **\*\*Reason for Separation Codes**

Complete Limited Appointment
Death
Employee-initiated Sep after L
Faculty-not transferred to PMIS
Hired Twice-Inactivate HireRow
Inactive Contract Period
Leave Layoff Expired
No Show on 1st Day/Reneged
Removal - Faculty
Removal - Inability to Perform
Removal - Perf During Probatio
Removal - Stds of Conduct
Resign - Better Job
Resign - Dissatisfied
Resign - During Probation
Resign - Home Responsibilities
Resign - Ill Health
Resign - Leaving Area
Resign - Military Service
Resign - Other
Resign - School
Separation - LTD
Transfer - VCCS Agency
Transfer Non-VCCS State Agency
Transfer to Exempt Agency
Transfer to Local Agency