EDMONDS COLLEGE

Exiting Employee Checkout

Employee Name	SID	Last Date of Employment
Title	Department	Supervisor

MUST BE COMPLETED BEFORE THE LAST DAY OF EMPLOYMENT BY <u>DIRECT SUPERVISOR</u> AND SUBMITTED TO HUMAN RESOURCES

Signatures are required

Items to be returned or released	EMPLOYEE SUPERVISOR Signature	EMPLOYEE Signature
office supplies and equipment, desk and file keys, computer accessories		
cell phone, laptops, desktop computers, tablets *(supervisor to contact IT Service Desk to return these)*		
office & building keys *Return to Security*		
P-Card *Notify Tami upon resignation*		
All time and leave reporting completed in ctcLink		
Ed-Pass/building access *Return to Security*		
long distance codes		
software access		

Please see the [employee exit survey](#).

Direct Supervisor Exit Process Instructions

All boxes must be filled in with the appropriate information or signed by the exiting employee or direct supervisor. It is the supervisor's responsibility to collect the exiting employee's items and ensure they are turned in to the appropriate office (e.g. keys should be returned to security). If necessary, please contact Human Resources for additional information.

Box 1: Office supplies and equipment, desk and file key(s), computer accessories
1. Please collect all items that have been issued to the employee.
2. Once the items are returned to the direct supervisor, the direct supervisor and employee sign.

Box 2. Cell phone, laptop, desktop computers, tablets
1. As the direct supervisor, you are expected to contact the IT helpdesk (x1234) to confirm what IT items have been issued to the employee. This ensures you know what to collect from the exiting employee. Typical items include: laptop; cellphone; tablets.
2. Once the items are returned to the direct supervisor, the direct supervisor and employee sign.

Box 3. Office and building keys
1. As the direct supervisor, you are expected to contact the security office to determine which, if any, keys have been issued to the employee.
2. Once the items are confirmed, the employee must return the keys directly to the Security office. The Admin will sign the exit form and the employee will return the form to the supervisor.

Box 4: P-Card
1. If the employee has been issued a P-Card, notify Tami upon resignation
2. Collect the P-Card from the employee, cut up the card and send it via campus mail to BUDACT Attn P-Card
3. Once the item is returned to the direct supervisor, the direct supervisor and employee sign.

Box 5: All time and leave reporting completed in ctcLink
1. Please review the final and complete ctcLink timesheet with the exiting employee.
2. Once ctcLink timesheet has been completed, the direct supervisor should approve the timesheet

Box 6: Ed-Pass/building access

1. Please confirm the exiting employee has their EdPass. If the location of the card is unknown, Security must be notified immediately to invalidate access if necessary.
2. Once the card is confirmed, the employee must turn in their Edpass to the Security office to be decoded.

Box 7: Long distance codes
1. If the employee has been issued a long distance code, document the long distance code and report the code to IT so they can shut it off.
2. Once the code is documented, the direct supervisor and employee sign.

Box 8: Software Access
1. As the direct supervisor, you may be aware of additional software access the exiting employee may have that is unique to the position or department (e.g. CEIPlus, Maxient, Training Tracker, etc.). Create a list of all additional software access the employee has been given and who must be contacted to rescind the employee's access.
2. Once the list has been created, the direct supervisor and employee sign.
3. The direct supervisor will contact the software administrator and have access rescinded.

Additional Information

Please be aware that the following actions will be taken when an employee leaves the college:
- All IT active directory accounts (computer access, email, Canvas, WiFi, EmpPass, 25Live) which require login access using the employees email login will be closed on the final day of employment.
- Access to employee's voicemail messages will be removed upon the final day of employment.
- The phone extension assigned to the employee will be retained by the department. When a new employee is hired to fill the position the supervisor should follow the new checklist and contact IT to set up the new employee's phone number.
- Employee will retain access to the the entire suite of google applications, including email, Google docs, Google sites, calendar, etc.,until the final day of employment.

If access to any of the above systems or accounts is needed beyond the final day of employment, the direct supervisor must email the IT Help Desk, with a cc to the Vice President of Human Resources. The request must include a justification and proposed time period (e.g. 30 days) for the extension. Please submit the request as soon as possible prior to the final day of employment.

Human Resources will send a letter to the employee thanking them for their service and outlining the exit process. Please be sure to remind the employee to retain a copy of their SID and PIN to ensure they can login and view their earnings history after leaving the College.