

SUPERVISOR CHECKLIST

~ EXITING EMPLOYEE ~

Prior to the date when an employee is scheduled to depart SDCCD employment for any reason, it's very important for the immediate supervisor/manager to carefully coordinate the employee's exit. Please utilize this checklist to insure that the vital District items are recovered and that employee-only access is ended.

- ✓ _____ **SDCCD Resignation/Retirement Notice**
[Payroll Form <http://hr.sdccd.edu/hrforms.cfm>]
- ✓ _____ **Keys – Bldg./ Dept./ Private Office/ File Cab./ Desk**
[Campus Key Manager or Vice Chancellor's Assistant, who communicates with Facilities Mgmt.]
- ✓ _____ **Keys – File Cabinets/ Workstation Desk**
[Supervisor]
- ✓ _____ **Security Code Access**
[Campus Business Office or Vice Chancellor's Assistant, who communicates with College Police]
- ✓ _____ **Computer Access with Email Address**
[IT Help Desk ext. 7000]
- ✓ _____ **Access to Computer Directories, Calendar Sharing & Permissions to Public Folders**
[Supervisor with assistance from IT Help Desk]
- ✓ _____ **Password Reset for Voice Mail – private line & general business line**
[Supervisor with assistance from IT Help Desk]
- ✓ _____ **Access to ISIS or Colleague**
[Supervisor who communicates with Student Services (ISIS), Bus. Svs. (Colleague CF) or HR Systems (Colleague HR)]
- ✓ _____ **Computer From Home Privileges [VMware Account]**
[Supervisor with assistance from IT Help Desk]
- ✓ _____ **Borrowed Equipment: laptops, flash drives, District vehicles, etc.**
[Supervisor who communicates with appropriate Campus Office]
- ✓ _____ **Parking Permit**
[Notify College Police Parking Dept. to cancel permit # & Return via interoffice mail to College Police Parking Supervisor]
- ✓ _____ **Personnel Action Sheet (PAS Sheet)**
[Supervisor via Campus Business Office, or Vice Chancellor's Assistant/Timekeeper]
- ✓ _____ **Last Pay Statement**
[Payroll Dept. to arrange hard copy of last pay warrant]

Additional considerations that may be unique to Campus/Dept. Assignment:

✓ _____ **Keys – District Vehicles**
[Supervisor who communicates with Campus Office & alerts Risk Manager regarding DMV Pull Notice List]

✓ _____ **Keys – Equipment / Power Boxes / Gates**
[Supervisor who communicates with appropriate Campus Office]

✓ _____ **DL Lists – Remove name**
[Supervisor and other offices identified by Supervisor]

✓ _____ **Tools**
[Supervisor who communicates with appropriate Campus Office]

✓ _____ **Badge, Nametag, or Uniform, if required**
[Supervisor who communicates with appropriate Campus Office]

✓ _____ **Sabbatical Leave Commitment – Return to Active-Duty Status**
[Alert Campus Dean's Office and HR Payroll Office ext. 6582 regarding Sabbatical Bond]

✓ _____ **Form 700 Leaving Office for those employees who are designated filers (Policy 0000).**
[Alert HR Risk Management Office ext. 6953]

✓ _____ _____

✓ _____ _____

✓ _____ _____