Employee Name (Please print):_____

Separating Employee Checklist for Wage/Hourly and Adjunct Faculty:

By signing below, the supervisor verifies that he/she has collected items previously issued to the separating employee, including:

- Employee identification card
- College keys (file cabinet keys, desk keys, office keys, etc.)
- Uniforms
- College name badge
- College-issued items such as laptop, i-Pad, pager, beeper, cellphone, textbooks, etc.

Items returned: _____
_____
_____

OR

☐ Place a checkmark here if no college property was issued to this employee.

In addition, the supervisor verifies that he/she has submitted JSRCC Form No. 40-0006 Computer Access Request Form, to the Department of Technology HelpDesk indicating the requested action of "Delete."

Employee's Supervisor

Signature Printed Name

Return the completed Employee Checklist and employee name badge to Reynolds Human Resources on the last day of work. Supervisor is to return college-issued technology items to the Department of Technology, LTC, Parham Road Campus, LTC, Room B30.

SAMPLE