

EMPLOYEE SEPARATION CHECKLIST

Open this form in Adobe Acrobat directly (not on the web) in order for the fillable sections to work.

PRIOR TO YOUR LAST DAY

- Submit letter of resignation to your manager (see p. 2) and HR Business Partner, preferably with a two-week notice (for staff). For faculty, please follow the guidelines in Policy 2.36 Severance of Employment of Full-Time Faculty.
- Schedule exit interview by emailing your HR Business Partner or emailing Human.Resources@yc.edu
- For benefits eligible employees, receive “Effects of Separation on Pay and Benefits” handout from your HR Business Partner
- For benefits eligible employees, contact ASRS or ORP (contact information will be on “Effects of Separation on Pay and Benefits” handout from your HR Business Partner)
- If you are a supervisor, you need to account for technology inventory items assigned to your department. Contact the ITS Helpdesk at x2168 or helpdesk@yc.edu in IT to update department inventory records.
- Submit travel and expenses for reimbursement
- Return P-Card, Home Depot card, and/or cash advances to your supervisor
- If you have checked out your department gas card, return it to your department liaison
- Pay outstanding loans and fines (library, tuition, public safety)

ON YOUR LAST DAY

- Complete and submit online timesheet if applicable
- Return business cards to supervisor
- Update Permanent Address in employee portal
- Return college property (cell phones, laptops, IPADs, etc.)
- Return ID badge to supervisor. If you are transferring to another department or to be a student, keep your ID and contact the OneCard desk by email at OneCard@yc.edu to have it updated.
- Return mailbox key to your supervisor
- Turn in all assigned keys to the Facilities Dept., Prescott Campus, Bldg. 20 OR Verde Campus, Bldg. A-100. For CTEC, CV, PV, or Sedona Centers, if unable to return to designated site person, contact Facilities to arrange a pickup (Facility@yc.edu or x2180)

(If a key is missing, employee will pay \$50 per brass key per policy 6.03 – which will be deducted from final paycheck. Other lost key fees will be charged as per the key agreement at time keys were issued. Failure to return other college property can result in a charge that will be deducted from your final paycheck.)

- Remove personal items from workspace

Date: _____

To: _____

(Department Manager)

(Department)

RE: Resignation of Employment

Please accept this letter as notice of my intent to resign my position as _____
with Yavapai College.

My last day worked will be _____

My reason for resignation is _____

I understand that all College property not returned or damaged (phone, pager, computer equipment,
keys, access control cards, tools, etc.) will result in a charge to my final check.

Sincerely,

Legal Signature

Legal Printed Name

Y# _____

Address, City, State, Zip

Received _____
Department Manager Date

Original: Human Resources
CC: Employee
Supervisor
M-File