



SEPARATION OF EMPLOYMENT CHECKLIST

To be completed during the last month of employment and return to Human Resources:

Employee Name: ID#:

Department: Intended Last Date of Work:

Type of separation:

- Resignation
Medical/39 Month
Retirement
Adjunct Assignment ended
Termination
Other:

Returned YCCD Property:

Table with 3 columns: Yes, No, N/A for items: Keys, Uniform, Badge/ID, Parking Permit, Technological Devices, Dept. Specific Equipment

Employee has:

Table with 3 columns: Yes, No, N/A for tasks: Provided Notice of Resignation or Retirement Form, Submit Final Absence Forms, Submit Final Overtime (OT) Forms, Completed Final Pay Claim, Entered Final Grades, Printed any Pay Advices or Past W-2s, Changed W-2 Electronic Consent, Confirmed current/forwarding address & phone number with HR

Please explain any 'No' checkmarks or other pertinent details:

Horizontal lines for providing details.

For Department Use Only:

Table with 3 columns: Yes, No, N/A for items: End Network Access, End Voicemail, End E-Mail (Retirees will maintain email account/access)

Employee Signature: Date:

Manager/Division Dean: Date:

Please scan and return completed form to HR Department ASAP at 209-575-6969 or humanresources@yosemite.edu Thank you