SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

FINAL CHECK-OUT SHEET FOR EMPLOYEES WHO ARE TERMINATING

Employee's Name: _____ **Banner ID:** _____

Job Title: _____ **Department:** _____

Last Day of Work: _____ **Date of Hire:** _____

Employee

Are you changing to another State agency, TBR College/Institution, UTHSC, UT, University of Memphis, etc.? ☐ Yes ☐ No ☐ N/A

Do you require adjunct access for part-time faculty duties at Southwest? ☐ Yes ☐ No ☐ N/A

If yes, which academic department? _____

PLEASE CHECK THE APPROPRIATE ITEMS, SIGN, AND DATE:

Supervisor

- ☐ Division/Department property returned
- ☐ Keys other than those checked out from maintenance returned
- ☐ Disable account on last working day

_____
Immediate Supervisor Date

Department of Media Services

- ☐ All equipment returned

_____
Media Services Date

Library Services

- ☐ All books returned
- ☐ No outstanding fines

_____
Library Services Date

Physical Plant

- ☐ Door keys returned
- ☐ Travel authorized canceled

_____
Physical Plant Date

Information Services

- ☐ Account disabled
- ☐ All loaned computer equipment returned and is in satisfactory condition
- ☐ Mobile MIFI card returned
- ☐ Zoom account disabled
- ☐ Cellular/Two-way Radio returned
- ☐ Long distance code disabled
- ☐ Voicemail reset
- ☐ EMSI and JobsEQ accounts disabled (Senior Staff Only)

_____
Technology Operations Date

_____
Client Service and Support Date

Accounts Receivable / Business Office

- ☐ No outstanding fines
- ☐ No outstanding checks

_____
Accounts Receivable Date

Human Resources

- ☐ Tuition reimbursement obligation completed
- ☐ Southwest Tennessee Community College I.D.

_____
Human Resources Date

Payroll

- ☐ Payroll deductions canceled

_____
Payroll Date

NOTE: THIS FORM MUST BE COMPLETED WITH ALL APPROPRIATE SIGNATURES BEFORE FINAL PAYROLL CHECK CAN BE RELEASED.

Revision Date: 06.16.2022