

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

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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.