



**LOWER COLUMBIA COLLEGE
HUMAN RESOURCES
Employee Separation Checklist**

EMPLOYEE NAME: _____ **DATE:** _____
POSITION: _____ **LAST WORKING DATE:** _____
DEPARTMENT: _____ **EMPLOYEE ID:** _____

Upon separation from employment with LCC, you will need to return all property and equipment issued to you. Below is a listing of items that *may have been issued* to you during your employment here. Please return the items you have to the appropriate department and obtain verification signatures showing their return with Human Resources being your last signature.

DEPARTMENT & ITEMS TO RETURN OR DISCUSS	VERIFICATION SIGNATURE	DATE
1. Campus Services - All Keys & Parking Permit issued to you (\$25 fee charged if keys aren't returned)	_____	_____
2. IT Services - Computer, email, phone directory and system	_____	_____
3. Payroll Office - Payroll Items	_____	_____
4. Library – Outstanding Library items/fees	_____	_____
5. Finance Office - College Travel &/or Purchasing card	_____	_____
6. Cashier's Office - Outstanding Debts	_____	_____
7. eLearning - Online learning tools (iPads, tablets, webcams, headphones, etc.)	_____	_____
8. Supervisor - Other (equipment, materials, tools, etc.)	_____	_____
9. Effectiveness & College Relations – Webpage/Social Media	_____	_____
10. Human Resources - Employee ID & Separation Checklist	_____	_____

IMPORTANT NOTES:

- You will continue to have access to Web Earnings through LCC's homepage at www.lowercolumbia.edu. To access, click on "Faculty & Staff" on the homepage, then select "Earnings & Leave" on the left. Use your EID and PIN number to enter this site.
- If you will be moving, please complete an *Employee Change Form* in Human Resources when you turn in this checklist. This will ensure that year-end tax information (W-2) can reach you.

EMPLOYEE ACKNOWLEDGEMENT: I have returned all property issued by Lower Columbia College.	
Employee Signature	Date

**RETURN COMPLETED FORM TO HUMAN RESOURCES
NO LATER THAN YOUR LAST WORKING DAY**

For HR Office Use Only:

LID Hidden:	PPMS Input:	Position Tracking:	Employee Report:	Date & Initials
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