Yuba County Office of Education
Employee Separation Checklist

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position:</th>
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<tbody>
<tr>
<td>Department/Site:</td>
<td>Separation Date:</td>
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<tr>
<td>Notes:</td>
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</tbody>
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**Department Manager:**

- [ ] Signed Final Timesheet
- [ ] Keys or Key Fob (office, building, other)
- [ ] Badge/ID (office, building, other)
- [ ] Departmental/company-issued IT equipment
- [ ] Tools/equipment/safety equipment
- [ ] Purchasing card(s), contact suppliers and vendors to cancel employee as authorized purchaser
- [ ] Marketing material, Instructional or Curriculum Materials
- [ ] Clean out desk, work area, etc.
- [ ] Any Department specific checklists (please attach)

**Supervisor Signature**

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**IT Department:**

- [ ] Network Access Account/Login
- [ ] E-mail Account
- [ ] Computer/Laptop
- [ ] Printer (personal)
- [ ] Fax and/or copier
- [ ] Cell phone and accessories
- [ ] LCD Projector
- [ ] Voice mail Account/Telephone Account
- [ ] Distribution List
- [ ] VPN connection access
- [ ] Cancel specific software access (accounting software, HR software, etc.)

**IT Department Signature**

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**HR Department:**

- [ ] Employee Exit Interview Sheet
- [ ] Remove name from department web page/directories
- [ ] Address verified for correspondence
- [ ] Benefits information discussed
- [ ] Notify TCSIG
- [ ] Personnel Action Request Form (Final Pay Calculation)

**HR Department Signature**

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**Employee Acknowledgement**

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