PORTLAND COMMUNITY COLLEGE EXIT CHECKLIST

Employee Name:_____

G#:_____ Last Work Day:_____

[ ] Department has submitted TERM

I have either retrieved the items listed below, discussed them with the employee, or contacted the departments and informed them of the above stated employee's separation from PCC. This employee has been informed of any indebtedness to the college and has been encouraged to make remuneration.

Supervisor Signature: _____ Date:_____

Payroll and Final Paycheck

[ ] Payroll deductions. If you would like changes, contact Payroll-group@pcc.edu
[ ] Notice to Payroll specialist to issue final check.
[ ] Submit final timesheet to Payroll prior to last day. Note: The final paycheck is a paper check that is mailed to your home address (not direct deposit to the bank). If you want to pick up your check on your last day of work, please contact your Payroll Specialist.

Items to Collect/Retrieve/Secure

[ ] Keys: desk, file, etc. for department furniture and cabinets.
[ ] Purchasing Card. Contact x2810 immediately to cancel card.
[ ] Library materials/equipment. Contact Library/Media Center x4498.
[ ] PCC technology (phones, laptops, iPads, etc.) returned to supervisor.

Access

[ ] Keys: building, office collected and sent to public safety.
[ ] Staff ID card collected and sent to Public Safety, SY CSB 320
[ ] Computer access and email security updated. Contact IT Service Desk x4400.
[ ] Set up forwarding/out of office for phone/voicemail.
[ ] Contact the Print Center to cancel or transfer Copier ID number pcc.edu/print-center/copiers/

Computer Files and Google Folder Files

[ ] Review all your networked or desktop files and documents on the Google Drive. - Remove any personal files or documents
[ ] Transfer ownership of work-related Google Drive files or networked files to manager or other identified PCC employee.

Other

[ ] Parking pass/fees/concerns. Contact Parking and Transportation x4758.
[ ] Benefits questions: contact Human Resources, PCCBenefits@pcc.edu

I agree to return any PCC property currently in my possession and to reimburse PCC for any pending financial indebtedness.

Employee Signature:_____ Date:_____