

DAKOTA COLLEGE at BOTTINEAU

EMPLOYEE SEPARATION CHECKLIST

THIS FORM MUST BE RETURNED BEFORE THE EMPLOYEE'S LAST WORKDAY

Supervisor: Please use this form when an employee is leaving DCB. Once all actions are completed, please forward this form to the Business Office.

Employee's Name

Last Date of Employment

Address all items applicable with your employee:

- ____ Submit appropriate documentation to Human Resources concerning the employee's separation, i.e.: resignation letter, notice of reduction-in-force, dismissal notice.
- ____ Contact Human Resources for appointment to complete separation or retirement forms.
- ____ Complete an exit interview - form available on the DCB Website under forms.
- ____ Contact Student Services and Business Office to remove access to ConnectND
- ____ Contact the Information Technology Department to terminate e-mail account, login account and voicemail account and remove their information from the online directory.
- ____ Contact Physical Plant to obtain list of keys issued to employee.
- ____ Obtain building and office keys – report missing keys to the Physical Plant Office.
- ____ Obtain campus equipment (vehicle keys, pagers, cellular phone, laptop computer, etc.).
- ____ Obtain employee's ID Card, activities pass and parking pass;
- ____ Contact Physical Plant to remove their name from building and office.

All actions completed: _____ Date: _____

Supervisor/Department Chair Signature