

Yosemite Community College District Human Resources

SEPARATION OF EMPLOYMENT CHECKLIST

To be completed during the last month of employment and return to Human Resources: Employee Name: _______ ID#: Department: ______ Intended Last Date of Work: _____ Type of separation: Resignation Retirement Termination Medical/39 Month Adjunct Assignment ended Other: _____ *Will not be returning for more than 2 (two) Semesters **Returned YCCD Property:** Yes No N/A Yes No N/A Parking Permit (if not purchased in full) Keys Technological Devices (Laptop, I-Pad, etc...) Uniform Badge/ID Dept. Specific Equipment **Employee has:** Yes No N/A Provided Notice of Resignation or Retirement Form Link Submit Final Absence Forms (If Needed) Submit Final Overtime (OT) Forms (If Needed) Completed Final Pay Claim (If Needed) Entered Final Grades (Faculty Only) Printed any Pay Advices or Past W-2s (Employee will no longer have access to StaffNet once separated) Changed W-2 Electronic Consent on StaffNet (W-2 will be mailed through US Mail) Confirmed current/forwarding address & phone number with HR (To complete a Change of Address Form - http://www.yosemite.edu/hr/hr operations page forms/Change-Address-Name.pdf) Please explain any 'No' checkmarks or other pertinent details: For Department Use Only: Yes No N/A Yes No N/A End E-Mail (Retirees will maintain email **End Network Access** account/access) End Voicemail Employee Signature: Date:

Manager/Division Dean:

Date: