

Please use this checklist to ensure compliance for employee listed below:

Yosemite Community College District Human Resources

SEPARATION OF EMPLOYMENT CHECKLIST

(For Division/Department Use)

Employee Name:							ID#:
Intended Last Date of Work:							
Type of separation:							
	Resignation			Retirement			Termination
	Medical/39 Month			Adjunct Assignment			ended Other:
Collect YCCD Property:							
Yes	No	N/A		Yes	No	N/A	
			Keys				Parking Permit (if not purchased outright)
			Uniform				Technological Devices (Laptop, I-Pad, etc)
			Badge/ID				Dept. Specific Equipment
							Other:
Employee has:							
Yes	No	N/A		Yes	No	N/A	
			Provided Letter of Resignation/Retirement				Completed Final Pay Claim (if needed)
			Sent copy of letter to HI	R			Changed W-2 electronic consent on StaffNet (W-2 will be mailed through US mail)
			Entered Final Grades (faculty only)				Confirmed current/forwarding address & phone number w/HR
http://www.yosemite.edu/hr/hr_operations_page_forms/Change-Address-Name.pdf							
IT has been notified to:							
Yes	No	N/A		Yes	No	N/A	
			End Network Access				End E-Mail (N/A if retiree)
			End Voice Mail				
Please explain any 'No' checkmarks or other pertinent details:							
Manager/Division Dean:							Date:
Please scan and return completed form to HR Department ASAP at 200-575-6969. Thank you							