



Human Resources Division

Employee Relations Department

Labor Relations | Compensation | Classification | Professional Development

SUPERVISOR CHECKLIST

EXITING EMPLOYEE

Prior to the date when an employee is scheduled to depart SDCCD employment for any reason, it's very important for the immediate supervisor/manager to carefully coordinate the employee's exit. Please utilize this checklist to ensure that the vital District items are recovered and that employee-only access is ended.

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- ✓ _____ **SDCCD Resignation/Retirement Notice**
[Form located [here](#)]
 - ✓ _____ **Keys – Bldg./ Dept./ Private Office/ File Cab./ Desk**
[Campus Key Manager, or Facilities Mgmt. if at District Office]
 - ✓ _____ **Keys – File Cabinets/ Workstation Desk**
[Supervisor]
 - ✓ _____ **Security Code Access**
[Campus Business Office or Vice Chancellor's Assistant, who communicates with College Police]
 - ✓ _____ **Password Reset for Voice Mail – private line**
[Contact Campus Business office or ePhone Administrator]
 - ✓ _____ **Department Voice Mailbox password reset**
[IT Help Desk]
 - ✓ _____ **Access to Computer Systems**
[Supervisor who communicates with Student Services (PeopleSoft Campus Solutions/ ISIS), Bus. Svs. (PeopleSoft Finance) or HR Systems (PeopleSoft HCM/Colleague/HRIS)]
 - ✓ _____ **Borrowed Equipment: laptops, flash drives, District vehicles, etc.**
[Supervisor who communicates with appropriate Campus Office]
 - ✓ _____ **Parking Permit**
[Notify College Police Parking Dept. to cancel permit # & Return via interoffice mail to College Police Parking Supervisor]

Location of form: <https://www.sdccd.edu/docs/HumanResources/general/SUPERVISOR%20CHECKLIST-Exiting%20Employee.pdf>



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- ✓ _____ **Personnel Action Sheet (PAS Sheet)**
[Supervisor via Campus Business Office, or Vice Chancellor's Assistant/Timekeeper]
- ✓ _____ **Last Pay Statement**
[All final pay is issued via live manual check so that the employee has the last pay warrant]
- ✓ _____ _____

Additional considerations that may be unique to Campus/Dept. Assignment:

- ✓ _____ **Keys – District Vehicles**
[Supervisor who communicates with Campus Office & alerts Risk Manager regarding DMV Pull Notice List]
- ✓ _____ **Keys – Equipment / Power Boxes / Gates**
[Supervisor who communicates with appropriate Campus Office]
- ✓ _____ **DL Lists – Remove name**
[Supervisor and other offices identified by Supervisor]
- ✓ _____ **Tools**
[Supervisor who communicates with appropriate Campus Office]
- ✓ _____ **Badge, Nametag, or Uniform, if required**
[Supervisor who communicates with appropriate Campus Office]
- ✓ _____ **Sabbatical Leave Commitment – Return to Active-Duty Status**
[Alert Campus Dean's Office and HR Payroll Office ext. 6582 regarding Sabbatical Bond]
- ✓ _____ **Form 700 Leaving Office for those employees who are designated filers (Administrative Procedure 2712).**
[Alert HR Risk Management Office ext. 6953]
- ✓ _____ _____
- ✓ _____ _____