

STAFF EMPLOYEE SEPARATION CHECKLIST

The Following items MUST be completed prior to your separation:

- Send copy of resignation letter along with the Employment Status Change Form which your supervisor must complete to the *Employment Services Department*
- Return Keys and I.D. (and I.D. card, if any, of your spouse or partner) to the *Facilities Management Services*
- Return any books and/or materials you may have borrowed to the Library and Media Services
- Verify home address on record with *Employment Services Department*, and communicate any changes if necessary
- Return any College Cards to the Purchasing Department (*P-Card, VISA card, Car Rental Card, etc.*)
- Return any other College Property to the appropriate Department (*Cell phone, etc*)
- If you are an exempt employee, please report both your current and previous months vacation used to Payroll on the Time Report form. This should be given to Payroll at least eight (8) days prior to the end of the month in which your employment at the College ends.

The Following items should be completed prior to your separation:

- Schedule an Exit Interview with the Employment Services Department (651-696-6280).
- Complete an Exit Interview Form. Please complete an exit interview form and return the form in confidence to *Api Sulisty, Talent Acquisition and Development Manager*. Your input is highly valued by the college.

Your final payroll check will be sent to your home (unless other arrangements are made with the Payroll Department). Direct deposit is not used for final payroll checks.

Your health and life insurance will be continued by the College through the end of the month in which your employment at the College ends. You will receive information from Benesyst about continuing your health and life insurance coverage at your own cost for up to eighteen months. If retiring before age 65, COBRA will end at age 65 (which may be less than 18 months).

We thank you for your services to the College and wish you well.