



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## 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 insure that the vital District items are recovered and that employee-only access is ended. Please note that this checklist also may be used, as applicable, by a supervisor when an employee transfers to a different campus/division.

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- ✓ \_\_\_\_\_ **SDCCD Resignation/Retirement Notice**  
*[Payroll Form <http://hr.sdccd.edu/hrforms.cfm>]*
  - ✓ \_\_\_\_\_ **Keys – Bldg./ Dept./ Private Office/ File Cab./ Desk**  
*[Campus Key Manager or Vice Chancellor's Assistant, who communicates with Facilities Mgmt.]*
  - ✓ \_\_\_\_\_ **Keys – File Cabinets/ Workstation Desk**  
*[Supervisor]*
  - ✓ \_\_\_\_\_ **Security Code Access**  
*[Campus Business Office or Vice Chancellor's Assistant, who communicates with College Police]*
  - ✓ \_\_\_\_\_ **Voice Mailbox reset – 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]*
  - ✓ \_\_\_\_\_ **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]*
  
- ✓ \_\_\_\_\_ \_\_\_\_\_
  
- ✓ \_\_\_\_\_ \_\_\_\_\_
  
- ✓ \_\_\_\_\_ \_\_\_\_\_

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HR Forms website: <http://hr.sdccd.edu/hrforms.cfm> Listed under "E."