



# Southwest Virginia Community College Employee Separation Form

NAME: \_\_\_\_\_ EMPLOYMENT DATE: \_\_\_\_\_ EMPLID: \_\_\_\_\_

EMPLOYMENT STATUS:  FULL-TIME  PART-TIME

Exit Interview Completed:  
Date/Time: \_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_

<b>Supervisor</b>	<input type="checkbox"/> Master Key	<input type="checkbox"/> File Cabinet Key (s)	<input type="checkbox"/> IT Removal
	<input type="checkbox"/> Building Key	<input type="checkbox"/> Book (s)	_____
	<input type="checkbox"/> Office Key	<input type="checkbox"/> Equipment	_____
	<input type="checkbox"/> Desk Key	<input type="checkbox"/> Other (Specify)	_____
_____ <i>Signature</i>		_____ <i>Date</i>	

<b>Business Office</b>	Travel Advances	Travel Card	Signature: _____
<b>Campus Police</b>	Tickets	Other	Signature: _____
<b>Library</b>	Books	Materials	Signature: _____

<b>Human Resources Office</b>	<input type="checkbox"/> Resignation Letter	<input type="checkbox"/> Leave Record
	<input type="checkbox"/> COBRA Notification	<input type="checkbox"/> Leave Balance
	<input type="checkbox"/> Forwarding Address	<input type="checkbox"/> Other (Specify)
	<input type="checkbox"/> Timesheets	_____ _____
_____ <i>Signature</i>		_____ <i>Date</i>

<b>IT Section</b>	<input type="checkbox"/> AIS	<input type="checkbox"/> SIS	<input type="checkbox"/> eVA
	<input type="checkbox"/> HRMS	<input type="checkbox"/> GLS	<input type="checkbox"/> Other
_____ <i>Signature</i>		_____ <i>Date</i>	

**EMPLOYEE CERTIFICATION:** I certify that I do not owe the College any debts other than the exception(s) I have noted below and that I have returned all College property and I am not in possession of any materials that have personal identifiable information or other digital property of the college.

\_\_\_\_\_  
*Signature* *Date*

Exception(s)