

Employee Exit Checklist

Employee Name: _____

Last Day of Employment: _____

Position Title: _____

PID: _____

Supervisor Name: _____

Employment Type: Full Time Part Time

Department: _____

Location: Lake Worth Belle Glade
 Boca Raton PB Gardens Historical Bldg.

Review and complete all check list tasks below that apply. **Return completed form to the Office of Human Resources on or before your last day of employment.** You may return the form in person, send it to mail station #10 or fax it to (561) 868-3131.

	Employee Initials	Recipient Initials
<input type="checkbox"/> Letter of resignation submitted to Human Resources		
<input type="checkbox"/> College Photo ID returned to Human Resources		
<input type="checkbox"/> Keys (Office, Filing Cabinets, Security Lock Down, etc.): Lake Worth return to Property Records Coordinator (ext. 13508), Boca Raton, Palm Beach Gardens and Belle Glade return to Facilities		
<input type="checkbox"/> Multimedia Key returned to MTIS at the Boca Raton campus		
<input type="checkbox"/> Uniforms returned to department supervisor		
<input type="checkbox"/> Office equipment and materials returned to department supervisor		
<input type="checkbox"/> Library materials returned to the Library Learning Resource Center		
<input type="checkbox"/> Purchasing Authorization Materials (Federal Tax ID Form, Credit Cards, etc.) returned to Finance, Purchasing Card Specialist (ext. 13091)		
<input type="checkbox"/> Cell phone, Calling card, and Mobile data phone. Must see Telecommunications Department for return or data sanitization (ext. 13722)		
<input type="checkbox"/> Laptop returned to campus Computer Resource Manager		
<input type="checkbox"/> Faculty submission of grade books and final exams returned to appropriate offices		
<input type="checkbox"/> As a sick pool member, I voluntarily wish to contribute ____ hours (maximum 16) to the sick leave pool which will be taken from my sick time that is available for payout.		
<input type="checkbox"/> Terminal leave payment of \$4,000 to \$49,000 will automatically be deposited into a Guaranteed Interest Account with the BENCOR Special Pay Plan. For more information, contact Human Resources.		
<input type="checkbox"/> Satisfy financial obligations to the College & notify Business Office of current Tuition Waiver status.		

- **Very Important Information about FRS:** Receiving monies from the FRS Pension Plan, moving funds out of or receiving a distribution from the FRS Investment Plan or the Community College Optional Retirement Plan (CCORP) will affect eligibility for future employment for an FRS employer in any position and will also render the individual ineligible for FRS benefit if re-employed in an FRS position. Clarification of FRS rules can be obtained by calling Benefits at 868-3153 or FRS at 866-44-myfrs.
- An Exit Interview with the Office of Human Resources may be arranged prior to your last day of employment. Contact the office at 868-3110 for an appointment or visit <http://www.palmbeachstate.edu/forms/employmentreview.asp> to complete survey online.
- As a public institution Palm Beach State provides employment references upon request.

Final paychecks are not direct deposited and are available for pick up from the Office of Human Resources on the regularly scheduled pay day upon return of this form. Note that any remaining amounts owed to the College for any obligations will be deducted, including but not limited to, prior overpayments and unsuccessful/incomplete course fee waivers per Policy 6Hx-18-5.76 (6-8). If you wish to have your final paycheck mailed, please check this box: Your check will be mailed to the address provided below.

Street: _____ Apt. No. _____

City: _____ State _____ Zip: _____

Employee Signature: _____ Date: _____