

Motlow State Community College

P. O. Box 8500 – Lynchburg, TN 37352-8500 – 931-393-1542

Employee Out-Processing Checklist

Name _____ Last workday: _____
First Middle Last (Must agree with My Motlow time sheet)

System A# _____ Termination Date: _____

Termination Reason:

Position: Temp _____ Regular FT/PT _____ Adjunct _____

- PROVIDE A FORWARDING ADDRESS:

Address: _____

_____ Email _____ Telephone _____

- FINAL PAYMENT FOR SERVICES WILL NOT OCCUR UNTIL THIS FORM HAS BEEN EXECUTED AND RETURNED TO THE ASST DIRECTOR, HUMAN RESOURCES AND IS DUE PRIOR TO DEPARTURE DATE (SEE EXCEPTION BELOW). MAKE SURE TO INDICATE A FORWARDING ADDRESS TO RECEIVE FINAL PAYSTUB INFORMATION AND YOUR W2.

As a part of out-processing from MSCC, these departments MUST verified by the employee or supervisor, and notification via an auto-email from HR reflecting your last workday will be issued where specified below. This process assures that all supplies, equipment, records, and/or other materials, for which that dept. is responsible and for which responsibility has been assigned to the employee, has been duly accounted for and includes cancellation of access and special privileges as defined by MSCC policy. If feasible, a terminating employee may arrange for their reporting dept. to assist with out-processing, and it is the Supervisor's responsibility to assure each dept. is signed off. **This form must reach the Assistant Director, HR, Lisa Lee, prior to the employee's departure date.** Exception: Out-processing form for terminating Adjunct faculty should be submitted by week two of the semester following the adjunct faculty's employment termination. NOTE: Non-Credit instructional staff must be out-processed by supervisors and signed off after contact with the dept. is made.

	INITIAL	DATE
1. Supervisor (President/VP/Dean/Director) as appropriate	_____	_____
2. Public Safety HR auto-email sent _____	_____	_____
3. Library (Ext. 1665)	_____	_____
4. Technical Ops (Help Desk Ext. 1512) HR auto-email sent _____ Please note: Employee email acct will discontinue at the end of employment.	_____	_____
Administrative Computing (Ext. 1585) (Database Administrator) HR auto-email sent _____	_____	_____
5. Business Office -Telephone Long Distance Access Code/FOMPROF terminated Credit Card/P-Card turned in (Ext. 1930) HR auto-email sent _____	_____	_____
Payroll (Ingram Business Office Clerk) HR auto-email sent _____	_____	_____
6. Keys turned in (Facilities Services)	_____	_____
7. Human Resources (Assistant Director, HR) (Tuition Benefit Check) Benefits/Deductions Term/Continuation/Transfer MSCC/State ID Card turned in (Ext. 1542)	_____	_____