

# 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, **the following offices MUST verify by initials and dates** that all supplies, equipment, records, and/or other materials, for which that office is responsible and for which responsibility has been assigned to the employee, has been duly accounted for. If feasible, a terminating employee may arrange for their reporting department to assist with out-processing. **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.**

	INITIAL	DATE
1. Supervisor (President/VP/Dean/Director) as appropriate	_____	_____
2. Library	_____	_____
3. Keys turned in (Facilities Services)	_____	_____
4. Technical Operations (Data Center Manager) auto-email _____ Please note: Employee email acct will discontinue at the end of employment.	_____	_____
Administrative Computing (Database Administrator) auto-email _____	_____	_____
5. Business Office -Telephone Long Distance Access Code terminated Telephone Credit Card/P-Card turned in auto-email _____	_____	_____
Payroll (Ingram Business Office Window) auto-email _____	_____	_____
6. Human Resources (Assistant Director, HR) (Tuition Benefit Check) Benefits/Deductions Term/Continuation/Transfer MSCC/State ID Card turned in	_____	_____