



# Human Resource Services

## Resignation and Retirement

### Site / Department Checklist of Items to be Returned / Notifications

Note: Ensure that employee fills out and submits the following forms: (1) PSL-F008 (Resignation/Retirement) and (2) PSL-F196 (Exit Interview Questionnaire).

Departing Employee Name: \_\_\_\_\_

 <input type="checkbox"/> Keys	Date Collected: _____ Notes: _____
 <input type="checkbox"/> Badge (Security Services) School Mail Box 823 Phone: 643-7449 Fax: 643-9451	Date Collected: _____ Date Security Services Notified: _____ Notes: _____
 <input type="checkbox"/> Telephone Services: Re: Cell Phone & Directory Phone: 643-7429 Fax: 643-9452	Date Technology Svcs Notified: _____ Notes: _____
 <input type="checkbox"/> Laptop Computer or Other Electronic Device Fax to: 643-9452; Questions: 643-9445	Date Collected: _____ Date Technology Svcs Notified: _____ Notes: _____
 <input type="checkbox"/> Books (Site/Department)	Date Collected: _____ Notes: _____
 <input type="checkbox"/> Supplies (Site/Department)	Date Collected: _____ Notes: _____
 <input type="checkbox"/> Other District Property	Date Collected: _____ Notes: _____
 <input type="checkbox"/> Bistro Account Balance Due (Serna Center)	Date Collected: _____ Notes: _____
 <input type="checkbox"/> Technology Services (Remove Employee From District Network Access, i.e., Escape, Outlook, Zangle) Fax to: 643-9452; Questions: 643-9445	Date Completed <u>INF-F001 Request for            Access to Network Services and Email            Form to Remove Access:</u> _____ Date Form Faxed to Techn Svcs: _____ Notes: _____

Completed by:  Office Manager \_\_\_\_\_ OR  Human Resource Analyst \_\_\_\_\_