

**SEPARATION CHECK OUT FORM**

Name: \_\_\_\_\_ Resignation/Retirement Date: \_\_\_\_\_

Title: \_\_\_\_\_ Exit Interview Date: \_\_\_\_\_

MC ID: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

Employee must obtain clearance from all the departments listed below. Effective 1/1/22 we are using Workday email notifications to request clearance from the list below, during exit interview, we will review and discuss the details of the email/notification responses we received from the list below and will finalize time and place to return all The College assets.

Office of Human Resources and Strategic Talent Management; 9221 Corporate Blvd. Rockville, Maryland 20850

Department Clearance Sections	Signature/Email	Date
<u>ACCOUNTS RECEIVABLE</u> Natalie Thompson - <i>Outstanding balances</i>	_____	_____
<u>DEPARTMENT CLEARANCE*</u> Employee's Supervisor <i>Manuals, grades, uniforms, equipment, tools</i>	_____	_____
<u>OFFICE OF INFORMATION TECHNOLOGY</u> Phil Hawkins, Ext. 73066 <i>Computers, Laptop, Blackberry, &amp; other Equipment and Software</i> Becky Phillips - <i>Cell Phone</i>	_____	_____
<u>PROCUREMENT</u> Patrick Johnson, Director of Procurement <i>P-card holder?</i> <input type="checkbox"/> yes <input type="checkbox"/> no <i>Corporate card holder?</i> <input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____
<u>LIBRARY (Nearest campus location)</u> Brandon Mollock, GT Deborah Newman, TPSS Mojisola Ahonsi, RV <i>Books, publications, videos, miscellaneous</i>	_____	_____
<u>Facilities- (Nearest campus location)*</u> Maurice McCambley, GT Cade Mudgett, RV, HU/016 Cade Mudgett, TP/SS <i>Office Keys, Swipe Cards (or you can give them to HR/Elline)</i> Fitness ID (CT Building Employees Only)	_____	_____
<u>MAILROOM</u> Jon Pointer, Mail & Duplicating Supervisor, HU009, RV <i>Faculty Mailbox Key</i>	_____	_____
<u>BENEFITS</u> Sue Redding; <i>Insurance, Cobra, Retirement</i> Lynette Evans: EAP	_____	_____
<u>OFFICE OF HUMAN RESOURCES &amp; STRATEGIC TALENT MANANGEMENT</u> <a href="mailto:separation@montgomerycollege.edu">separation@montgomerycollege.edu</a> <i>Exit Interview, ID Card, Name Badge, ADA Equipment</i>	_____	_____
<u>PARKING</u> Mark Pace, S223 <i>Parking Passes &amp; Citation Fees</i>	_____	_____
<input type="checkbox"/> Forwarding address and telephone number <input type="checkbox"/> Check this box if using the address already on file.	_____	_____
*if off-campus location, see supervisor for security clearance Revised 11/2022	_____ Employee Signature	_____ Date