

SEPARATION CHECK OUT FORM

Name: _____

Separation Date: _____

Title: _____

Department: _____

MC ID: _____

Campus: _____

The employee must obtain either a signed or an emailed clearance from all the departments listed below. If using an email clearance, please bring one copy of the email clearance to the Exit Interview.

Return this completed form during the Exit Interview or before the last day of employment to:

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

Department Clearance Section	Signature or Email	Date
<u>ACCOUNTS RECEIVABLE</u> Natalie Thompson <i>Outstanding balances</i>	_____ sign here/email	_____
<u>DEPARTMENT CLEARANCE*</u> Employee's Supervisor <i>Manuals, grades, uniforms, equipment, tools</i>	_____ sign here/email	_____
<u>OFFICE OF INFORMATION TECHNOLOGY</u> Phil Hawkins, Ext. 73066 <i>Computers, Laptop, Blackberry, & other Equipment and Software</i> Becky Phillips - Cell Phone	_____ sign here/email _____ sign here/email	_____ _____
<u>PROCUREMENT</u> Patrick Johnson, Director of Procurement <i>P-card holder?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ sign here/email	_____
<u>LIBRARY (nearest campus location)</u> Brandon Mollock, GT Deborah Newman, TP/SS Josephine Trawick, RV <i>Books, publications, videos, miscellaneous</i>	_____ sign here/email	_____
<u>FACILITIES- (nearest campus location)*</u> Andrew Sainz, GT Cade Mudgett, RV, HU/016, TP/SS <i>Office Keys, Swipe Cards (or you can give them to HR/Elline)</i> <i>Fitness ID (CT Building Employees Only) email CT Facilities Helpdesk</i>	_____ sign here/email _____ sign here/email	_____ _____
<u>MAILROOM</u> Kraig Kinsey, Mail & Duplicating Supervisor, HU009, RV <i>Faculty Mailbox Key</i>	_____ sign here/email	_____
<u>BENEFITS</u> Jesse Enyidah <i>Insurance, Cobra, Retirement</i>	_____ sign here/email	_____
<u>HRSTM, Employee and Labor Relations Department</u> Elline Damirdjian, CT Building S123 <i>Exit Interview, ID Card, Name Badge</i>	_____ sign here/email	_____
<u>PARKING</u> <i>Parking Passes & Citation Fees, Mark Pace</i>	_____	_____
<input type="checkbox"/> Check this box if using the address already	_____	_____
on file. Revised 12/11/19	_____ Employee Signature	_____ Human Resources/ELR Signature