

EMPLOYEE CHECK OUT FORM

Name: _____
(Employee)

Full-time, part-time and contract employees who submit a notice of resignation/retirement are required to check out with the following offices:

_____ **Supervisor** responsible to notify appropriate department regarding receipt of the following:

- Separation Letter/Form
- Time Sheet Completed in WorkDay
- Staff ID Returned

_____ **Business Office:**

Cuyamaca: CCBuilding.Access@gcccd.edu

Grossmont: GCBuilding.Access@gcccd.edu

- FOBs/Access Cards (\$10 fee for lost FOB's and Access Cards)
- Uniforms, etc. (If applicable)
- Credit Card(s)
- Electronic Devices (e.g. laptops, cell phones, etc.)
- Keys (Re-keying fee for lost keys)
- Parking Pass
- Telephone Extension _____ Codes Inactivated

_____ **District Information Systems (ISOPS@gcccd.edu):**

- E-Mail
- Computer Account Access (e.g. student records, fiscal, human resources, payroll, etc.)
- Office Shared Drive Access (If Applicable)

_____ **District Electronic Maintenance**

- Security Alarm Codes - Email District.Electrical@gcccd.edu for immediate deactivation.

_____ **Library** Library materials returned (If Applicable)

***Incomplete Check-out Forms could result in delay of final separation processing.
Email Final Copy to Human Resources at Chemene.Chodur@gcccd.edu***

Campus Business Office/Facilities Office Authorized Approval

Date

Employee Signature

Date

Supervisor's Approval Verifying Completion

Date

Original: Employee's Personnel File With Supervisor
Copy: HR @ Chemene.Chodur@gcccd.edu
Copy: Employee
PE21.F1 (rev. 09/07/06; 9/24/13, 09/2020, 09/2021)