

**BEVILL STATE COMMUNITY COLLEGE
EXIT INTERVIEW/CLEARANCE FOR FINAL PAYCHECK**

This form must be completed by the College-Wide Administrator or Designee and the departing employee and returned to the Personnel Department.

Date: _____

Employee's Name: _____ Employee#: _____

Job Title: _____ Acct.#: _____

Type of Termination: Retirement _____ Resignation _____ Dismissal/Non Renewal _____

Date Hired: _____ Last Date Worked: _____

Employee Has Returned:	Key	Yes/No
	Grade Book/Instructional Material	Yes/No
	Student Record Files	Yes/No
	Security Badge	Yes/No
	Parking Hanger	Yes/No
	Library Resources	Yes/No (Verify with Campus Librarian)
	Equipment List	_____

Sign-on id's (codes), passwords and email addresses needed for any special reporting: (use back of form if additional space required)

I affirm all College property for which I am responsible has been returned.

Approved For Final Check Yes/No

SIGNED: _____ Employee

_____ College-Wide Administrator or Designee

Business Office Only:

Annual Leave Balance: _____ Pay Through: _____ Initials _____

EMPLOYEE'S REPORT/STATEMENT IF APPLICABLE: _____

