Office of Human Resources  
Check-Out Procedure  
Administrative and Support Staff

Employee ______________________  Last Day at RSCC _________________

<table>
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<tr>
<th>Resignation</th>
<th>Retirement</th>
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On or before termination date, obtain signatures from the following administrators signifying that all materials have been returned and all obligations cleared. Return to the Human Resources Office as a final step prior to leaving the institution. Failure to do so may delay final paycheck.

1. Library
   - Date
   - Director/Official

2. Maintenance/Security
   - Date
   - Director/Official

3. Business Office
   - Date
   - VP Finance/Official

4. Telephone Services
   - Date
   - Director of Budget/Payroll/Telecommunications/Official

5. Information Tech
   - Administrative Systems (Computer Center)
   - Networking & Technical Support (Help Desk)

6. Audio Visual/CTAT
   - Date
   - Director/Official

7. Immediate Supervisor
   - Date
   - Supervisor

8. Human Res/Catalog
   - Date
   - Human Resources Manager

9. Human Resources
   - Date
   - Human Resources Director

Forwarding Address

And Phone Number

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Attach State ID Card:  Returned: Yes ___  No ___

Personnel and Affirmative Action