



Office of Human Resources EXIT CHECKLIST

4901 E. Carson St.
Long Beach, CA 90808
(562) 938-4372

For use by any employee leaving Long Beach Community College District employment. Gather all of the required signatures below and complete this form as soon as possible, preferably 10 days prior to your last date of employment.

Adobe Sign Instructions:

- Step 1: Email your supervisor and the email addresses provided under section 1 of the form. When possible, please use Adobe Sign to facilitate this process.
- Step 2: Collect the responses from each area. Return all physical items as directed by the area personnel. If you are unable to use Adobe Sign email, wet signature, or digital signature confirming clearance will also be accepted.
- Step 3: The signed form will be routed back to you. Submit the completed form and if applicable, your staff ID, to HR via campus mail (T-1045) or via email (HRClearance@lbcc.edu). Please do not send the form to the HRClearance email address via Adobe Sign, as it will cause an error.

NAME: _____ EMPLOYEE ID #: _____

POSITION: _____ DEPARTMENT: _____

LAST DATE OF EMPLOYMENT: _____

FACULTY MANAGEMENT CLASSIFIED LIMITED TERM

SECTION 1:

REQUIRED SIGNATURES: Returned form **must** be complete with all required signatures

Supervisor/Dean/Dept Head

- Laptop or computer, Non-IT Related Loaner Equipment _____
- Cell phone _____
- Procurement card _____
- Employee ID _____
- Department Keys _____

Comments: _____
(Please note any comments or if items are non-applicable)

Fiscal Services – jthompson@lbcc.edu

- Cashiers Office - gas credit card returned _____
- Conference/Travel – review incomplete or outstanding travel plans _____
- PeopleSoft Financials Access – notified Fiscal to remove access _____
- Payroll – recovery of any outstanding salary advances _____

Comments: _____
(Please note any comments or if items are non-applicable)

Business Support Services – fhuerta@lbcc.edu

- Purchasing – District purchasing card returned. _____

Comments: _____
(Please note any comments or if items are non-applicable)

Risk Services – djefferson@lbcc.edu

- Parking – Employee parking pass returned. _____
- Risk Services – Loaned ergonomic equipment returned
(foot stool, keyboard, desk riser) _____

Comments: _____
(Please note any comments or if items are non-applicable)

Facilities - mwilliams-slaughter@lbcc.edu

- Return Key / Key Fob
- Omni Code
- Vehicle Keys

Comments: _____
 (Please note any comments or if items are non-applicable)

IITS - rcarman@lbcc.edu

- COVID-19 Work from Home Computing Equipment and Peripherals
 (contact [Roger Isaslazo](mailto:Roger.Isaslazo) to schedule your equipment return)
- Viking Student System: Backoffice privileges revoked
- HR/Payroll System: Backoffice privileges revoked
- Finance System: Backoffice privileges revoked
- BoardDocs privileges revoked
- Networking:
 - Email forwarding required (supervisor request only)
 - Out of office message required for email and voicemail
 Specify Message: _____

Comments: _____
 (Please note any comments or if items are non-applicable)

FACULTY ONLY: Dean of Admissions and Records – e3garcia@lbcc.edu

- Absence reports, grades, etc.

Comments: _____
 (Please note any comments or if items are non-applicable)

FACULTY ONLY: Library - khillman@lbcc.edu

- Books

Comments: _____
 (Please note any comments or if items are non-applicable)

SECTION 2:

ALL PRECEDING CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO RETURNING TO HUMAN RESOURCES

Human Resources - HRClearance@lbcc.edu

- Completed checklist

Comments: _____
 (Please note any comments or if items are non-applicable)

All District resource issues MUST be settled, or Fiscal Services/Payroll will make appropriate deductions from your last paycheck.

I have read and acknowledge the above statement

Employee Signature: _____

Date: _____