

Checkout Sheet for Termination of Employment

Your last day of employment must include time to check out with a Human Resources representative. It is your responsibility to ensure that you return all college equipment and property and verify clearance of any obligations you may have at NOVA prior to your departure. Final paycheck(s) will be released upon completion of the checkout process.

Employee, supervisor, or Human Resources initial each item as completed:

Supervisor

- _____ Review and approve final timesheets
- _____ Collect College-owned property and equipment

Employee

- _____ Return all College equipment and property, including, but not limited to, laptop, cell phone, keys, parking permit, ID badges, corporate purchasing card, and any other items
- _____ Return all books, CDs, and other resources or equipment to the Campus Learning Resource Center/Library
- _____ Resolve all outstanding obligations (Business Office – outstanding debts and student accounts; Office of the Controller – travel advances and any other financial obligations to the College; Parking Services – parking fees and library fines)

Human Resources (Last)

- _____ Resolve tuition assistance balance (if any)
- _____ Provide forwarding addresses and telephone number (if applicable)
- _____ For VRS members – retirement refund request or inactive address declaration

By signing below, I acknowledge that all College equipment and property have been turned in and I have reviewed the exit procedures at: **www.nvcc.edu/faculty-and-staff/human-resources/benefits/exit-procedures/index.html**

Employee Signature	Employee Name (printed)	Date
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EMPLID	Division/Department	Campus
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(Please check appropriate classification)

☐ Faculty ☐ Classified (P-3) ☐ Adjunct Faculty ☐ Hourly (P-14) ☐ Student Hire ☐ Work Study

If you have any questions or need assistance, please contact AskHR@nvcc.edu.