DALTON STATE COLLEGE
FACULTY AND STAFF CHECKOUT SHEET

Important notice to separating employee: Before your final paycheck can be issued, this form MUST be completed by the proper authorities and returned to the payroll department. Whether or not you have dealt with any of the departments listed below, we MUST have verification from each department listed. If this form is not properly completed, your last paycheck may be held until all signatures are obtained.

Name: _____ **Last 4 digits SS#:** _____

Forwarding Address: _____ **Phone #**_____

Separation Date: _____ **Title:** _____

Cleared all A/R Balances
(Business Office) _____
Signature and Title Date

Return all keys
(Plant Operations) _____
Signature and Title Date

Return all books and Materials
to the Library _____
(Library) Signature and Title Date

Return Procurement Card
(Purchasing) _____
Signature and Title Date

Cancel e-mail, Banner, Web Accounts,
Peoplesoft _____
(OCIS) Signature and Title Date

Return Parking Pass, Badge, ID card, etc. _____
(Public Safety) Signature and Title Date

Return all tools, equipments, laptops
file and desk keys, uniforms etc. to your
immediate supervisor. _____
Immediate Supervisor's Signature Date

Supervisor, once the separating employee has turned in all DSC property, please sign below.

_____ _____
Immediate Supervisor (for final clearance) Date

FACULTY ONLY

☐ **Cleared office of books, personal belongings, etc.**
☐ **Turned in grades.**
☐ **Turned in Roll Books.**

_____ _____
Department Chair Date