

# DAKOTA COLLEGE at BOTTINEAU

## EMPLOYEE SEPARATION CHECKLIST

**THIS FORM MUST BE RETURNED BEFORE THE EMPLOYEE'S LAST WORKDAY**

**Supervisor:** Please use this form when an employee is leaving DCB. Once all actions are completed, please forward this form to the Business Office.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Last Date of Employment

Address all items applicable with your employee:

\_\_\_\_ Submit appropriate documentation to the Business Office concerning the employee's separation, i.e.: resignation letter, notice of reduction-in-force, dismissal notice;

\_\_\_\_ Contact the Business Office at #409 for appointment to complete separation or retirement forms;

\_\_\_\_ Complete an exit interview form available on the DCB Website under forms.

\_\_\_\_ Contact Student Services and Business Office to remove access to ConnectND

\_\_\_\_ Contact the Information Technology Department to terminate e-mail account, login account and voicemail account

\_\_\_\_ Contact Plant Services at #461 to obtain list of keys issued to employee

\_\_\_\_ Obtain building and office keys – report missing keys to the Physical plant Office.

\_\_\_\_ Contact the Dean's Office to remove employee's name from building, office, and telephone directories;

\_\_\_\_ Obtain campus equipment (vehicle keys, pagers, cellular phone, laptop computer, etc.);

\_\_\_\_ Obtain employee's ID Card, activities pass and parking pass;

\_\_\_\_ Contact Library at #454 for confirmation that all library materials have been returned;

\_\_\_\_\_  
\_\_\_\_\_

All actions completed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Department Chair Signature