

**EMPLOYEE CHECKOUT SHEET
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE**

Revised: 5/20/2005

EMPLOYEE _____

LAST WORK DAY _____

MANDATORY: Please route to each department. Each department head must sign. Once fully completed, please return to Human Resources. Thanks

<u>Item</u>	<u>Contact:</u>	<u>Initials of Dept. Head or Contact Person</u>
Library Clearance (Learning Lab Material, etc.)	Jack Ancell	_____
Final Grades Submitted To Admissions Office	Dean of Enrollment Mgmt	_____
Keys turned in to Buildings & Grounds	Roger Wray (Christanna) Dale Wooding (Daniel)	_____
Outstanding Debts or Obligations Paid	Business Office	_____
All College Property (Equipment & Materials) Returned	Immediate Supervisor	_____
Employee approved to keep keys if to teach as adjunct or work part time ?	Supervisor ___ Yes ___ No	_____
Disposition of "I" Grades	Director of Admissions	_____
Work Study Reports Complete	Financial Aid Director	_____
PeopleSoft Access	Robin Daniel (PeopleSoft Administrator)	_____
VCCS/SIS Legacy Access	Anne Yancey (IT Specialist, Daniel)	_____

Checkout approved _____

Date _____

T: Checkout Appr Form