



Employee Checklist: Separating Employment from ATC

When separating employment with Athens Technical College, this checklist must be completed as part of the process.

ADVANCE NOTICE

- Employees are expected to give at least a two week advance notice when leaving ATC. This must be submitted to Human Resources.

- Turn in all building/department keys (e.g. building, office, file cabinets, storage, etc.)
- Turn in laptops, projectors, PDAs, and any other ATC equipment

- Forward email messages to the appropriate person
- Handle telephone calls (e.g. change greeting, forward, etc.)
- Ensure Department Supervisor knows where all job-related files are located

- Turn in purchasing card to the Business Office
- Turn in parking pass and College ID to Human Resources
- Complete Electronic Exit Interview: <https://www.surveymonkey.com/s/8BHC6FN>
- Complete Clearance Sheet with signatures (attached)
- Ensure Human Resources has your correct mailing address on file
- Clean office of all personal belongings

BENEFITS

- Review current benefits and understand when insurance will cease (Refer to separation letter from HR)
- Contact State Heath (1-800-610-1863) regarding COBRA information for health insurance
- Contact GaBreeze (1-877-342-7339) for questions regarding Dental, Vision, Life Insurance, 401k and 457 plans, flexible spending accounts, and other flexible benefits
- Contact Human Resources regarding TRS or ERS rollovers, refunds, etc.



Clearance Sheet

It is the sole responsibility of the employee to complete this form and returned to Human Resources no later than the last day of employment.

Library

Library services acknowledges that there are no outstanding materials owed to Athens Technical College.

Library Services

Date

Facilities

All keys affiliated with Athens Technical College have been returned to the Facilities Director.

Director of Facilities

Date

Department Supervisor

Department supervisor acknowledges there are no materials or office equipment on loan and all ATC property has been returned.

Department Supervisor

Date

Registration and Records

Registrar acknowledges that there are no outstanding grade books or other materials due.

Registrar

Date

Information Technology

Information Technology acknowledges that access to all computer accounts will be deleted.

Vice President of Information Technology

Date

Administrative Services

Administrative Services acknowledges that there are no outstanding purchasing, cards, or materials due.

Vice President of Administrative Services

Date

Human Resources

Human Resources acknowledges that a resignation letter has been received and an electronic exit interview sent to the employee.

Director of Human Resources

Date

Employee Acknowledgement

I acknowledge that I am not currently in possession of any Athens Technical College's property. I further acknowledge that if I fail to return ATC property an equivalent monetary deduction may be withheld from my final paycheck.

Employee Signature

Printed Name

Date