



# Office of Human Resources EXIT CHECKLIST

4901 E. Carson St.  
Long Beach, CA 90808  
(562) 938-4372

For use by any employee leaving Long Beach Community College District employment. Gather all of the required signatures below and complete this form as soon as possible, preferably 10 days prior to your last date of employment.

### Adobe Sign Instructions:

Step 1: Email your supervisor and the email addresses provided under section 1 of the form. When possible, please use Adobe Sign to facilitate this process.

Step 2: Collect the responses from each area. Return all physical items as directed by the area personnel. If you are unable to use Adobe Sign email, wet signature, or digital signature confirming clearance will also be accepted.

Step 3: The signed form will be routed back to you. Submit the completed form and if applicable, your staff ID, to HR via campus mail (T-1045) or via email (HRClearance@lbcc.edu). Please do not send the form to the HRClearance email address via Adobe Sign, as it will cause an error.

NAME: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

LAST DATE OF EMPLOYMENT: \_\_\_\_\_

FACULTY                       MANAGEMENT                       CLASSIFIED                       LIMITED TERM

## SECTION 1:

**REQUIRED SIGNATURES:** Returned form **must** be complete with all required signatures

### Supervisor/Dean/Dept Head

- Laptop or computer, Non-IT Related Loaner Equipment
- Cell phone
- Procurement card
- Employee ID
- Department Keys

Comments: \_\_\_\_\_  
(Please note any comments or if items are non-applicable)

### Fiscal Services – [jthompson@lbcc.edu](mailto:jthompson@lbcc.edu)

- Cashiers Office - gas credit card returned
- Conference/Travel – review incomplete or outstanding travel plans
- PeopleSoft Financials Access – notified Fiscal to remove access
- Payroll – recovery of any outstanding salary advances

Comments: \_\_\_\_\_  
(Please note any comments or if items are non-applicable)

### Business Support Services – [brapoza@lbcc.edu](mailto:brapoza@lbcc.edu)

- Parking – Employee parking pass returned.
- Purchasing – District purchasing card returned.
- Risk Services – Loaned ergonomic equipment returned  
(foot stool, keyboard, desk riser)

Comments: \_\_\_\_\_  
(Please note any comments or if items are non-applicable)

**Facilities - [mwilliams-slaughter@lbcc.edu](mailto:mwilliams-slaughter@lbcc.edu)**

- Return Key / Key Fob
- Omni Code
- Vehicle Keys

Comments: \_\_\_\_\_  
 (Please note any comments or if items are non-applicable)

**IITS - [rcarman@lbcc.edu](mailto:rcarman@lbcc.edu)**

- COVID-19 Work from Home Computing Equipment and Peripherals  
 (contact [Roger Isaslazo](#) to schedule your equipment return)
- Viking Student System: Backoffice privileges revoked
- HR/Payroll System: Backoffice privileges revoked
- Finance System: Backoffice privileges revoked
- BoardDocs privileges revoked
- Networking:
  - Email forwarding required (supervisor request only)
  - Out of office message required for email and voicemail  
 Specify Message: \_\_\_\_\_

Comments: \_\_\_\_\_  
 (Please note any comments or if items are non-applicable)

**FACULTY ONLY: Dean of Admissions and Records - [scompton@lbcc.edu](mailto:scompton@lbcc.edu)**

- Absence reports, grades, etc.

Comments: \_\_\_\_\_  
 (Please note any comments or if items are non-applicable)

**FACULTY ONLY: Library - [pcreason@lbcc.edu](mailto:pcreason@lbcc.edu)**

- Books

Comments: \_\_\_\_\_  
 (Please note any comments or if items are non-applicable)

<b>SECTION 2:</b>
-------------------

**ALL PRECEDING CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO RETURNING TO HUMAN RESOURCES**

**Human Resources - [HRClearance@lbcc.edu](mailto:HRClearance@lbcc.edu)**

- Completed checklist

Comments: \_\_\_\_\_  
 (Please note any comments or if items are non-applicable)

**All District resource issues MUST be settled or Fiscal Services/Payroll will make appropriate deductions from your last paycheck.**

I have read and acknowledge the above statement

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_