

Supervisor Checklist

For Employees leaving HTC

Please complete this form and return it to Human Resources.

Employee Name: _____

Position: _____

Department: _____

Supervisor: _____

Campus: _____

Last Day of Employment: _____

_____ Resignation/Retirement notice has been submitted and forwarded to Human Resources

_____ All College equipment and materials have been returned to the appropriate office:

- _____ Keys (Randy Roehrick @ x1525)
- _____ Parking permit (Supervisor)
- _____ Computer/lap top (IT @ x1411)
- _____ Software/Hardware (IT @ x1411)
- _____ Pager (IT @ x1411)
- _____ Employee I.D. Badge (Supervisor)
- _____ Uniform (Supervisor)
- _____ Credit Card
- _____ Phone (Cell Phone)
- _____ Other (specify) _____

_____ The employee's access to information systems has been terminated. (Supervisor should contact the appropriate person(s) depending on employee's role).

- _____ ISRS (Julie Higdem @ x2453)
- _____ SCUPPS (hr@hennepintech.edu)
- _____ SEMA4 (hr@hennepintech.edu)
- _____ Long Distance and Copy Codes
(BPC – Suzanne Burley @ 2533 EPC -Yasmin Sparrow @ x1520)
- _____ Other Computer Access (IT Help Desk @ x1411)
(network logins, e-mail, HTC website, etc.)
- _____ ImageNow Access (Adele Halberg @ x1469)
- _____ SWIFT (Craig Erickson @ x2518)

Signature

Date