

HFC Employee Separation Form

Supervisors must meet with the employee and complete this Separation Form on or before **their last day of employment**.

THE FOLLOWING INFORMATION IS REQUIRED:

Name _____ HANK ID _____

Employee Type 1650 AFO SSA DSOEA 71 Student Worker PT /Temp Grant

Position _____ Department _____

Forwarding Address _____

PROCEDURE	Completed By	Initial/Date
Please check reason employee is leaving HFC: Accept another position _____ Personal Reasons _____ Retirement _____ End of semester/assignment _____ Transfer _____ Attend school _____ Graduation from HFC _____ Other _____ Termination (explain) _____ Will the employee continue to work at the College in another capacity: Yes _____ No _____ Are they eligible for rehire? Yes _____ No _____	SUPERVISOR	
Contact Campus Safety at 313-845-9862 to get numbers of all keys to be returned and collect on employee's last day. Return keys to Campus Safety.	SUPERVISOR	
Contact IT at 845-9668/Help Desk to disable access to computer system	SUPERVISOR	
I hereby certify that I have collected all materials developed by employee during their employment and all College properties, including ID's, credit or P cards, parking passes, memberships, uniforms, subscriptions, handbooks, textbooks, keys (department, desk, building), technology/equipment/devices, library books, and grade books have been returned to the College (initial in adjacent column).	SUPERVISOR	
HUMAN RESOURCES		
I hereby certify that all materials developed by me during my employment and all College properties, including ID's, credit or P-cards, parking passes, memberships, uniforms, subscriptions, handbooks, textbooks, Keys (department, desk, building), Audio/Visual Equipment, library books, electronic devices, and grade books have been returned to the College. Signature of Exiting Employee: _____ Date: _____	EMPLOYEE	
Human Resources/Financial Services: determine if employee is obligated to reimburse the College for any funds received.	HUMAN RESOURCES	
Calculate any payouts (vacation, etc.), process check, update system.	HUMAN RESOURCES	