

## **Employee Exit Process**

1. Employee Notification: Employee notifies his/her supervisor of the decision to exit his/her position (i.e., transferring to another PCC position, resigning, retiring, terminating temporary assignment, etc.). The employee completes his/her part of the Exit Checklist and all attending processes.
2. Supervisor Accountability: The supervisor, upon notification by the employee, initiates the exit process. The employee is given the Exit Checklist and any other form needed for the employee to complete their part of the process (i.e., change of address, travel expense form, etc.). As appropriate, the supervisor requests the employee to complete the Exit Questionnaire and contact the District Benefits Office to schedule an exit interview. The supervisor reviews the employee's Exit Checklist section and collects the College's property. The supervisor completes their portion of the Exit Checklist and prepares the Personnel Action Request (PAR) and final timesheet for administrative approval and routing to the Campus/District Business Office. Note: the supervisor should initiate the routing of the separation PAR at first notice of the employee's resignation. If the employee is a regular employee who is retiring, the supervisor should also prepare a short biography to send forward with the PAR. In the case of an involuntary separation, the supervisor and administrative supervisor must receive prior approval of Human Resources.
3. Administrative Supervisor Accountability: Ensures the separation PAR is submitted for processing in a timely manner. Makes certain the employee has turned in all College property and the completed Exit Checklist is forwarded to the Campus/District Business Office. Ensures final timesheet is submitted in a timely manner for processing.
4. Campus/District Office Business Office: The business office at the employee's work location reviews the checklist to ensure all requisite areas have been addressed and financial matters reconciled, completes the business office section of the Exit Checklist and routes all the separation documents to District Human Resources.
5. District Human Resources: Human Resources prepares the Board Report with the appropriate personnel action (i.e., separation from employment, retirement, etc.) and contacts Information Technology, Payroll and Benefits to ensure timely notification of the personnel action. Human Resources reviews forms, collects information on reasons for separation, tabulates trends and patterns, and develops reports on reasons employees separated from employment with the College.
6. District Benefits Office: An individual ending employment with the College who held a regular position is provided with information regarding his/her current insurance benefits, continuation of health insurance under COBRA, and the Arizona State Retirement System process regarding status of retirement contributions. Individual is

provided with the Exit Questionnaire form. The employee's address is verified at this stage and if different is updated in Banner.

7. District Information Technology: Banner permissions will automatically be terminated with the processing of the PAR. Upon notification, informs module leaders.
8. Unsettled items will be followed up by the Finance Director of Fiscal Services for collections.

**Note: Employee compensation cannot be reduced for unreturned/damaged items or unsettled accounts.**

**Contact Information**

<b>Department</b>	<b>Mail Code</b>	<b>Phone Number</b>	<b>Fax Number</b>
Human Resources	1180	206-4624	206-4662
Benefits/Payroll	1235	206-4945	206-4969
District Business Office	1265	206-4773	206-4516
Director of Fiscal Services	1220	206-4582	206-4516
District Lock Shop	1700	206-2722	206-2736