

**BEVILL STATE COMMUNITY COLLEGE  
EXIT INTERVIEW/CLEARANCE FOR FINAL PAYCHECK**

This form must be completed by the Campus Associate Dean and the departing employee and returned to the Personnel Department.

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

Employee's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Acct.#: \_\_\_\_\_

Type of Termination: Retirement \_\_\_\_\_ Resignation \_\_\_\_\_ Dismissal/Non Renewal \_\_\_\_\_

Date Hired: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

Employee Has Returned:	Key	Yes/No
	Grade Book/Instructional Material	Yes/No
	Student Record Files	Yes/No
	Security Badge:	Yes/No
	Parking Hanger	Yes/No
	Personnel Handbook	Yes/No
	Equipment List	_____
		_____
		_____

**I affirm all College property for which I am responsible has been returned.**

Approved For Final Check      Yes/No

SIGNED: \_\_\_\_\_ Employee

\_\_\_\_\_ Campus Associate Dean

**Business Office Only:**

Annual Leave Balance: \_\_\_\_\_ Pay Through: \_\_\_\_\_ Initials \_\_\_\_\_

EMPLOYEE'S REPORT/STATEMENT IF APPLICABLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_