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| Fayetteville Technicial Community College**EXIT FINAL CHECK-OUT PROCEDURES** |
| Print Your Name |       | Datatel ID # |       |
| **To be completed in order.** |

|  |  |  |  |
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| 1. [ ]  Active Directory/Outlook Removal Form (A-13) [ ]  Performance Appraisal (Closeout)  |  | Immediate Supervisor |       |
| 2. Completion of Datatel Deletion Form (Attached) **(Must be done before going to MIS)** |  | Vice-President or Designee |       |
| 3. Remove Datatel Rights  |  | Associate Vice President for Management Information Services**(Must include Datatel deletion form)**  |       |
| 4. Computer Center **(Passwords, Laptops & MFA Tokens)** |  | MIS Support Manager |       |
| 5. Keys & Employee Badge |  | Security |       |
| 6. Business & Finance - Payroll |  | Payroll Supervisor  |       |
| 7. Employee Benefits Specialist  |  | Employees Benefits Specialist  |       |
| 8. Accounts Receivable |  | Accounts Receivable Manager |       |
| 9. Purchasing Office  |  | Procurement and Special Projects Manager |       |
| 10. Office of Human Resources **(\*Tuition Reimbursement/Exit Forms)**  |  | Administrative Assistant II for Human Resources and Institutional Effectiveness  |       |
|       |  |  |
| Last Working Day Verified |  | Employee’s Signature |
|  |  |       |  |
|  |  | Today’s Date |  |

 **Note**: The Administrative Procedures Manual, Tuition/Required Fee Reimbursement, states “Employees are expected to continue their employment with the College for a minimum of one full year (12 months) after receiving tuition/required fee reimbursement. In the event the employee resigns during this time period, he/she will refund the College tuition/required fee reimbursement paid to him/her the previous year.

**Fayetteville Technical Community College**

**Administrative Systems – Colleague Account Delete Form**

**User Name:** **Delete Transaction**

**User Login:** **Date**

**Clearly Print any additional comments below:**

**Supervisor Name:**

**Print VP/Designee Name:**

**VP/Designee Signature: Date**