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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**