



Employee Termination Checklist

Name _____

Last Work Day ____/____/____

All terminating staff must return all KCI property and equipment to the issuing department supervisor or the Human Resources Bookkeeper prior to their last working day or in the case of an immediate dismissal at the time of dismissal. Present this checklist to the applicable department for verification that items were issued and returned or that none were issued. Your final pay will be in the form of a check and issued no later than the next normal pay period. It may be picked up at the KCI Administration building on the determined pay date or it will be mailed on the next business day when this completed checklist is returned to the Human Resources Bookkeeper. (If you have any questions call 276-679-0518).

1. Departmental Items:

Desk Keys

Uniforms

Books

Computer Equipment

Equipment

Other _____

Supervisor's Signature

____/____/____
Date

2. Access Services:

_____ The above named employee has returned his/her KCI I.D. Card.

_____ The above named employee has supplied KCI with any codes or passwords associated with his/her workstation computer on the last day of employment.

_____ The above named employee has returned all KCI issued keys.

Supervisor's Signature

____/____/____
Date