



Procedure Number:	CS 101
Procedure Title:	Out Processing Procedure
Relevant Board Policy:	D.10.2 Separation from Employment
Board Procedure:	D.10.2.4 Resignation from Alamo Colleges Employment
Relevant SACSCOC Principle:	
Originating Unit:	Vice President of College Services
Maintenance Unit:	Vice President of College Services
Contact for Interpretation:	Director of College Services

- I. Purpose/Definition(s): The procedure outlines the “Out Process” and Exit Process Guidance for Immediate Supervisors for individuals leaving Northeast Lakeview College. This will be followed by all part-time and full-time employees.
- II. Procedure statement: The purpose of this procedure is to clearly state the steps necessary to complete the exit process in an expeditious and efficient manner. The following steps must be followed upon voluntary resignation or retirement and transfer to another Alamo Colleges location:

EXIT PROCESS GUIDANCE FOR IMMEDIATE SUPERVISORS

- A. The employee will submit a letter of resignation that includes the last day of employment. Not required for a transfer.
- B. Initiate this Exit Checklist with the employee before the last day of work (if this is not a voluntary resignation, contact HR for assistance with the exit process).
- C. Discuss the Exit Checklist and check off each item the employee must complete. Collect the relevant items in the Department Clearance Section.
- D. Give the employee the Exit Checklist and time to visit the specified locations to complete the required items checked;
- E. If employee is leaving Alamo Colleges District completely, ensure that a Termination ePAF (Employee Personnel Action Form) has been initiated and routed with a copy of the employee’s letter of resignation attached;
- F. If the employee has Banner Finance access, submit a Banner Finance Access Request through ACES to remove employee account access by following the steps below:
 1. Go to: <http://alamoaces.alamo.edu/>
 2. Go to the “Employee” tab

3. Scroll down to the “Employee Resources” section
 4. Click on the “Banner Finance Access Request” link
 5. Select the “Banner User Security/Access Requests” button
 6. Input the employee’s Banner Username
 7. Select “Remove Access to Employee” from the “Action Request” field
 8. Director of College Services to receive confirmation of access removal in order to place in CS log
- G. If the employee has access to print services, notify the Information Technology Services Department using the Footprints system to remove access from printing services and other systems at the end of the employee’s last day of work.
- H. Ensure a copy of the completed Exit Checklist is emailed to dst-hrcenter@alamo.edu within 7 days of the date of separation/transfer.

Out Process Procedure Appendix

1. Receive notification from the Department when an individual is leaving. (Notification may come from NLC HR Partner)
2. Contact the individual via email to establish an out processing appointment time. Remind the individual to coordinate the date/time with their supervisor, come to appointment with the completed Exit Checklist, bring keys to exterior and interior doors.
3. Inform NLC IT the individual is leaving so they can coordinate the return of any IT Equipment. IT will confirm with Director of College Services that IT equipment has been returned with full description of IT equipment and will note return of IT equipment in log. Confirm with IT on “employee email termination.
4. Meet the individual on the scheduled date/time.
 - a. Collect ID Card, all Keys and/or FOBs and vehicle parking tag
 - Keys to any cabinets and furniture keys should remain with supervisor for reissuance.
 - FOB’s, door keys, ID Card, and Parking tag should be returned to the Director of College Services.
 - ID Card to be return to DPS.
 - Keys returned to Master Key Box and key request form updated when items were returned and filed in Key Form notebook.
 - Coordinate FOB reprogramming with Locksmith Services for re-issuance.
 - b. Sign the Exit Checklist and give the individual a copy.

- c. Any questions will be answered at this time, or directed to HR department at NLC.
- 5. Send email to District DPS-(Adrian Plata) and NLC Police – CPL Santos notifying them to deactivate the ID Card to so the employee no longer has Exterior and Interior door access.
- 6. File Out Processing Form in office of Director of College Services.

Attachment: Exit Check List (page 4 and 5 of 5)

Originator: Jorge Lopez, Director of College Services

Date Approved: _____

Last Updated: April 27, 2020

Approved: _____

Title: _____



NORTHEAST LAKEVIEW COLLEGE - EXIT CHECKLIST

This form must be completed when an employee separates from employment or transfers to a different department. Send a copy of the completed form to dst-hrcenter@alamo.edu within 7 days of the date of separation/transfer. If the immediate supervisor is unavailable the next level supervisor should complete the Exit process with the employee. Your HR Partner is available to assist the exit process.

Employee Information

Employee Name:			Banner ID#:		
<i>Last (PLEASE PRINT)</i>			<i>First (PLEASE PRINT)</i>		<i>M.I.</i>
Department:					
Building / RM#:			Telephone:		
ACES E-Mail:			Date of Separation/Transfer:		
<input type="checkbox"/> Full-time Faculty	<input type="checkbox"/> Adjunct Faculty	<input type="checkbox"/> Staff/Administrator	<input type="checkbox"/> Work Study	<input type="checkbox"/> Student	<input type="checkbox"/> Part-Time/Temp/CE

Immediate Supervisor Information

Supervisor Name: <i>(PLEASE PRINT)</i>			Phone:		
Supervisor Signature:			Date:		

Signatures verify the following property has been returned and clearance procedures have been completed

Supervisors: Check all of the items that apply and list any additional property of the College/District to be returned

Exit Checklist Items	Signature of Supervisor/Recipient	Received Date
Department Clearance [Complete the Department Clearance with your Immediate Supervisor]		
Return Issued Uniforms/Clothing		
Return Department Tools/Equipment/Safety Gear		
Return Radio, Cell Phone, Pager ⁽¹⁾		
Return Flash-drives/external hard-drives		
Turn Over Records/Files/Documents		
Return Books/Materials issued by Department		
Return PCard ⁽²⁾		
Return Department Furniture, Locker, Other Departmental Keys		
Submit Final Timesheet and Mileage Reimbursement		
Return Other (specify):		
Return Other (specify):		
Supervisor: Submit IT Footprint to Discontinue Print Svc Access		
Supervisor: Remove Banner Access <i>(see instructions on page 2 of this form)</i>		
IT/Technology Clearance [Complete the IT Clearance at your College IT Dept. Office: NLIB #123, 486-5777]		
Return Laptop, docking station, etc.		
Return Ipad		
Return all other camera, wireless items and technology equipment		
Bursar/Purchasing Clearance [Complete this Clearance a your College Bursar/Business Office:, STCM #103, 486-5430]		
Clear any Outstanding Debts		
Library Clearance [Complete this Clearance at your College Library Circulation Desk: NLIB, 486-5387]		

Return any Library Loans		
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Police Department Clearance [Complete this Clearance at your College Police Dept. Office: Facilities Building, 486-5607]		
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Return ID Badge		
Return Parking Sticker(s)		
Clear any Alamo Colleges Police Citations		

HR Department Clearance [Complete this Clearance at your College HR Partner's Office: NLIB #222, 486-5368]		
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Return Ipad/equipment issued for ALAS/ELP Program Participation		
Update contact information		
Complete HR Exit Process		

Final/Key Clearance (3) [Complete this Clearance with your VP College Services or Designee (Director CS)Office: NLIB #319, 486-5473]		
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Return Office Keys, Fobs		
Return ID Badge		
Submit Completed Form ⁽⁴⁾		

OTHER/SPECIAL Instructions/Items		
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- (1) If employee has access to this system
- (2) Supervisor will cut the P-card into pieces and throw it away.
- (3) Keys will not be accepted until Supervisor has signed for completion of Department Out-processing.
- (4) The receiver will provide a copy of the complete form to the employee and send copies to the Immediate Supervisor and HR Records (email to dst-hrcenter@alamo.edu).