

BREWTON-PARKER COLLEGE
TERMINATION REPORT FORM

CLEARANCE PROCEDURES (Must be completed before final paycheck will be issued):

1. Name: _____ Title: _____

Social Security # _____ Office / Division: _____

Termination Date: _____ Estimated vacation/leave accrued at this date: _____ hours

Type of Separation: _____ Resignation (Attach letter of resignation)
(Mark one) _____ Dismissal (Attach notification or detail reasoning below)

Detailed reasoning of resignation or dismissal or other comments: _____

Division chairperson/director/supervisor Signature _____ Date _____

2. Exit Interview – Benefits

All BPC keys returned: _____

All B.P.C. Credit Cards Returned _____

All BPC Identification Cards Returned _____

COBRA Insurance Explained BlueCross / BlueShield _____

Cleared at Library by: _____

Cleared at Cashier's Office by: _____

Details of Payroll Calculations Attached: _____

Other: _____

Employees Forwarding Address: _____

Phone: _____

3. DIRECTOR, PAYROLL & HUMAN RESOURCES

Signature Date

4. FORMER EMPLOYEE

I understand the policies discussed and agree with the payroll arrangements.

Signature Date

5. DIVISIONAL ADMINISTRATOR

Signature Date