Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exit Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology**

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

* Change user’s password in Active Directory or disable account
* Remove user from All NCS, Local Admins and other groups
* Set out of office assistant to indicate that employee is no longer at NCS
* Change Skyward settings to remove security or set account to inactive

**Human Resources**

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

* Notify Tech Coordinator & Webmaster \_\_\_\_\_\_\_\_\_\_
* Acknowledgement letter \_\_\_\_\_\_\_\_\_\_\_
* Cancel insurance with Diocese \_\_\_\_\_\_\_\_\_\_
* Notify EBC (Flex) \_\_\_\_\_\_\_\_\_\_
* Notify MOA (403b) \_\_\_\_\_\_\_\_\_\_\_
* Update employee database \_\_\_\_\_\_\_\_\_\_
* Update Skyward \_\_\_\_\_\_\_\_\_\_\_

**Accounting/Payroll**

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

* Final insurance deduction \_\_\_\_\_\_ ; Zero out payroll \_\_\_\_\_\_\_
* Final 403b deduction \_\_\_\_\_\_\_\_\_; Zero out payroll \_\_\_\_\_\_\_
* Final Flex deduction \_\_\_\_\_\_\_\_\_; Zero out payroll \_\_\_\_\_\_\_
* Final Payroll \_\_\_\_\_\_\_\_

**Building**

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

* Turn in keys
* Send personnel file to Central
* Administrator/supervisor conduct exit interview