



MARION ISD EMPLOYEE SEPARATION CHECKLIST

Name _____	Last Workday _____
Position _____	Campus/Dept. _____

Forwarding Address _____

Phone _____
Email _____

Check-out Procedures

Make appointment for Exit Interview with Human Resources. Where applicable, review and discuss the following items:

Return of district property

- Keys ID Card Equipment/Tools
- Other:

Continuation of health and other insurance. All benefits will cease at the end of the month when you receive your last paycheck. COBRA information from TRS ActiveCare will be mailed directly from the provider. For COBRA eligible supplemental products (vision and dental), you must make payment arrangements with Human Resources.

Authorization for release of employment information

Notification to court and recipient of child or spousal support

Delivery of last paycheck

Mailed

Direct deposit after termination date

Request to have voicemail, e-mail, and network access disabled

Unsubscribe to individual's criminal history information in DPS database (FACT)

Employee exit survey/questionnaire

Comments:

Interviewed by _____

Date _____