

## Employee Entrance/Exit Checklist (To Be Completed by Employee's Supervisor)

## **Work Location:**

ENTRANCE Checklist Please check each box below as items are distributed.	EXIT Checklist Please check each box below as items are returned.
DISTRICT ASSIGNED	Master Keys cannot be returned via intra-district mail:
District-wide Master Key #:	
Building Master Key #:	Hand deliver to Risk & Safety Director, Business Services Dept., Northshore Administrative Center.
Electronic Key Card:	Electronic Key Card: Return to Risk & Safety Dept/Admin. Ctr.
	To be maintained by Building Administrator:
BUILDING/DEPARTMENT ASSIGNED	☐ ID Badge — Supervisor must destroy for exiting employees.
□ ID Badge	Room Keys School: return to school inventory.
☐ Room Key #:	Other Keys Admin: return to Locksmith at Support Services
Other Keys:	
Cell Phone #:	Communication devices are to be maintained by the Building/Department Administrator. If no longer needed, contact the Purchasing Dept. for disposal instructions.
PURCHASING ASSIGNED	Email Purchasing Manager:
☐ District Purchasing Credit Card	Name of employee (to deactivate card or reassign location); for exiting employees, return card to Purchasing Dept.
TECHNOLOGYASSIGNED	Contact Technology Department Office Coordinator:
Computer and Peripheral Devices − List Items/Barcodes:	for computer/peripheral device return information.
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Employee's Desk/Office Phone Ext:	to change password/message for employee phone.
System Account Access (i.e. Synergy SIS, Bi-Tech)	to close system accounts or change location privileges.
System Account Access (i.e. Synergy 515, bi-recti)	
<u> </u>	Is the employee leaving Northshore?
	Or transferring from:
	And transferring to:
	Leave of absence: treated as if employee is exiting district.
Complete when items are distributed:	Complete when items are returned:
Employee Name (Please Print)	Employee Name (Please Print)
Employee Signature Date	Employee Signature Date
Supervisor Name (Please Print)	Supervisor Name (Please Print)
Supervisor Signature Date	Supervisor Signature Date

If the supervisor is unable to obtain the above items upon employee's exit, the supervisor should immediately notify the Safety & Security Manager at x7693, so appropriate action can be taken to secure the District's property.