

NATOMAS CHARTER SCHOOL

Employee Check-Out

Name: _____

Position/Title: _____

Program: _____

Last Day of Work: _____

Reason/Status: _____

**A SIGNATURE AND DATE IS REQUIRED FOR EACH OF THE FOLLOWING ITEMS.
Employee's last paycheck will be processed upon completion of this form**

ITEM	CONTACT/ OFFICE	RECEIVED BY	DATE
Keys	Patrick Broughton		
District I.D.	Program Coordinator		
Grade book (hard copy)	Program Coordinator		
PowerSchool/PowerGrade Password Cleared	Christine Hobart		
Network/Computer Password Cleared	Sean Canty		
Tech Equipment/Software	Sean Canty		
Human Resource Clearance	Chris Perry (To complete attachment)		
Security Code Cleared	Charlie Leo		
Voice Mail Cleared/ School Equipment	Program Coordinator		
Scripts/Perusal Copies	Program Coordinator		
Other			

COMMENTS: _____

Program Coordinator Signature

Date

Executive Director Signature

Date

Please return this completed form to the business office.

NATOMAS CHARTER SCHOOL

Employee Check-Out

For Human Resources Use Only:

Please provide Retrieval Dates for the following documentation from their Personnel Files:

Fingerprint _____
I-9 _____

Please provide Cancellation Dates for the following Benefit Deductions:

American Fidelity _____
AFLAC _____
Healthnet _____
Kaiser _____
SIA/Delta Dental _____
SIA/Vision _____
ACES/PERS _____
Credit Union _____
Other: _____

Human Resources Representative

Date