

Checkout Sheet

Today's Date ____/____/____

Full Name (Please print clearly) _____

Official Last Day: _____

E-MAIL

E-mail account will not be accessible after your last day of work here. You may have e-mail forwarded for 30 days if you would like. Please choose one of the options below.

- I would like my e-mail forwarded to the following e-mail address for 30 days

_____@_____.

- I would like to forward my e-mail for 30 days, but I need to set up an e-mail account. I will call Steve Waldron (313-0233) or DeAnna Jacklovich (313-0235) within 5 days of today's date with that information. I understand that if I do not call within 5 days account will be removed and my e-mail will not be recovered.
- I do not need my e-mail forwarded for 30 days – you may delete my account the day after my official last day.

Network

Please read the following information and initial to acknowledge that you understand what will happen with any information you have on the network.

_____ I know my network account will not be accessible beginning the day after my official last day.

_____ I know that if I need anything backed up for me from my computer or the network I can call 532-4725 for assistance before I leave.

_____ I will remove any personal files off the network before my official last day and I understand that any personal files may be deleted after my official last day.

_____ I understand that anything left on my work computer or on the network could potentially be used by someone else here at the college after I leave. I know that I need to make arrangements with computer support @ 532-4725 if I need to have my work computer erased when I leave.

_____ If I requested e-mail forwarding, I understand that only new e-mail will be forwarded and any old messages dated before my last day of employment will be permanently deleted. I will backup, print out, or forward anything that I wish to keep before my official last day.

Signature: _____