



For HR use:  
 PEAESCH

**Section 1: To be completed by the immediate supervisor.**

EMPLOYEE'S NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date Hired: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Day Worked: \_\_\_\_/\_\_\_\_/\_\_\_\_ Pay Through: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Termination: Retirement  Resignation  Dismissal

SUPERVISOR'S REPORT: \_\_\_\_\_

\_\_\_\_\_

Equipment or Other College Property Returned:

Key(s)?  Grade Books?  I.T. Equipment?  Other?  \_\_\_\_\_

**Section 2: To be completed by the employee.**

EMPLOYEE'S REPORT: \_\_\_\_\_

\_\_\_\_\_

Provide a personal, non-LBWCC e-mail address which will be required for the mandated electronic delivery of the Compensation and Benefits Statement, in compliance with the Truth in Salary Act No. 2015-82.

\_\_\_\_\_

Provide user names and passwords for all LBWCC accounts and devices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3: To be completed by Human Resources.**

H.R. OFFICE REPORT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNED:** \_\_\_\_\_

Employee	_____	Date	_____
Supervisor	_____	Date	_____
I.T. Office	_____	Date	_____
Human Resources Coordinator	_____	Date	_____
President	_____	Date	_____