**Johnston Community Education**

**End of Employment Form (KTC)**

**Staff Name \_\_\_\_\_\_**

**Position \_\_\_\_\_\_\_\_\_\_\_\_**

**Last Day to Work**

**Address \_\_\_\_\_\_**

**City State Zip**

**Cell phone #**

**Email Address**

**Address to send W-2 next January** (If different than above)

**Address**

**City State Zip**

**Attach copy of resignation letter or write resignation on back of this form.**

**Resignation accepted by on-site Date**

**Resignation accepted by CE Office Date** HOLD\_\_ or FINAL \_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

***Office Use Only:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Dt** | **Init** | **FINAL (from all JCSD positions)** | **Dt** | **Init** | **HOLD** *(planning to return)* |
| **SafeSchools** |  |  | Deactivate\* |  |  | Deactivate\* |
| **C-Cure** |  |  | ID badge turned in\*  Deactivate\* |  |  | ID badge turned in\*  Deactivate\* |
|  |  |  |  |
| **IFAS** |  |  | Main: Type = Resign  HR = Inactive  Primary: Remove KTC division  Address: Confirm w/EOE form  Term: Enter Last Worked  Supplemental: enter EOE date |  |  | Primary: Remove KTC division  Address: Confirm  Supplemental: enter EOE date |
| **Absence Mgmt** |  |  | Check balances – save pdf of final balances  If vacation balance – enter days  Deactivate |  |  | Check balances – save pdf of final balances  If vacation balance – enter days  Deactivate |
| **Lists** |  |  | Remove from KTC staff googledoc  Remove from JCE staff birthdays |  |  | Remove from KTC staff googledoc  Remove from JCE staff birthdays |

\*if employed elsewhere in JCSD, do NOT deactivate

Resignation Letter: (Reason for leaving position)