

EXIT CHECKLIST



Employee Name: Scott Otterson

HR Representative: Ellen Lee/Esther Roh

End of Employment Date: 8/20/2024

Personal Email Address: scotto@sharpleaf.org

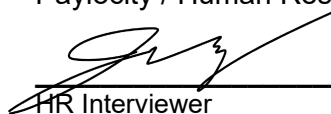
Phone number: 2064729115

Home Address: 2836 NW 63rd St, , Seattle, WA, 98107-2563

Description	Remarks
Final Check will be Direct Deposit and delivered on 8/20/24.	Final pay will include working hours from 8/16/2024 to 8/20/2024
401(k) Rollover/Termination Distribution processed through the PCS/ABG portal	Can manage funds after 8/31/2024
Return of Access Card	N/A
Personal Belongings in Office?	N/A
Return of laptop and peripherals, etc.	1) Laptop & Charger 2) Monitor (if a tracked asset) FedEx Print & Ship Address: 8345 15th Ave NW, Seattle, WA 98117 Phone: 12067060746 Return by 8/20/24 EOD
Login Credentials for Laptop (including Apple ID if created)	Hanwha123!
Return of other Company property	N/A
Return of Company Credit Card	N/A
Final Expense Reports to Expensify	Your Expensify account will be active for 30 days after your final day, in this case, until 9/20/24.
All elected benefits will end on the last day of the month.	Elected benefits will end on the last day of the month, in this case, until 8/31/2024
Paylocity access through 5/1/2025 Company id 159920	For employee portal, W2 and check stubs
Company email & MS Office account passwords will be reset by 5pm PST on 8/20/24.	Set away Message to:

Support Contact Information:

Paylocity / Human Resources Support: hqct-hr@qcells.com


HR Interviewer

08.20.2024

Date

Sent Via Email

Employee Signature

Date