



Employee Exit Checklist

Employee Name: _____

Separation Date: _____

Position: _____

Department: _____

EMPLOYEE CHECKOUT LIST

To Supervisor: Please initial and date if completed or indicate "NA" if not applicable.

- _____ Employee provided written notice of separation
- _____ Final Timesheet and Leave Slips
- _____ Return audio video equipment
- _____ Give passwords for computer/ systems
- _____ Turn in combination to safes
- _____ ID Badge
- _____ Laptop, Palm Pilot, Cell Phone, Pager, etc.
- _____ Return all uniforms
- _____ Turn in keys
- _____ Return other property/equipment checked out
- _____ Discuss possible sick leave and vacation leave payoffs, continuation of insurance coverage
- _____ Submit forwarding address
- _____ Submit phone number
- _____ Office/Work space is cleaned (remaining items will be disposed of immediately)
- _____ Complete exit interview questionnaire

This is to certify that the above listed items have been returned. I have no other City of Mathis property in my possession.

Date

Employee Signature

Date

Supervisor Signature

Date

Human Resource