



CHECKOUT PROCESS - SEPARATING EMPLOYEES

NAME OF EMPLOYEE: _____ SSN: _____
 DEPARTMENT: _____ POSITION: _____
 DATE OF SEPARATION: _____

INSTRUCTIONS: All terminating employees including constitutional employees must have this form completed. Lack of clearance or failure to process this form will result in the retention of the final pay check by the Finance Department. Once the first two sections are completed the form must be brought to the Human Resources Department.

DEPARTMENT/DIVISION

Instructions: Check (v) those items that have been returned. Mark N/A if items do not apply. Note if items need to be returned. Check (v) whether or not the employee is clear and sign.

_____ PCard/TCard _____ Uniforms/Badge/Equipment/Tools
 _____ City Identification _____ Other (Specify) _____
 _____ Keys/Manuals

Employee has returned all property and is cleared: _____ (YES) _____ (NO)

 Department/Division Signature

CITY TREASURER

Debts owed the City? _____ (YES) _____ (NO) AMOUNT: _____

If yes, have arrangements for payment been made? _____ (YES) _____ (NO)

Police Personnel Only: Training fees satisfied? _____ (YES) _____ (NO) AMOUNT: _____

If no, have arrangements for repayment been made? _____ (YES) _____ (NO)

 City Treasurer or Deputy City Treasurer Signature

DEPARTMENT OF INFORMATION TECHNOLOGY (To arrange return of devices contact Thomas Booker 804-324-5753)

Employee has returned all electronic devices and is cleared: _____ (YES) _____ (NO)

 Department of Information Technology Signature

HUMAN RESOURCES DEPARTMENT

Employee has been advised of:

_____ Health Insurance Status _____ Deferred Comp, Cancer or Other Insurance
 _____ VRS Retirement and Life Insurance _____ Sick and Annual Leave
 _____ Change of address for tax purposes _____ Flexible Spending Accounts
 _____ Notify payroll to hold/release check

If release, disposition of final check:

_____ Pick up at Finance Department _____
 _____ Pick up at Department _____
 _____ Mail to this address: _____

 Human Resources Signature