Employee Termination Checklist
City of Lawrence

Name_____Job Title_____

Department_____Date of Separation_____

Purpose: The following checklist is provided to assist all City of Lawrence employees with the exit process. In addition, departing employees have an obligation to return all City of Lawrence property issued to them and to settle all outstanding accounts. Please return checklist to your supervisor once the form has been completed. Questions? Call Human Resources at 832-3203.

Supervisors: Please complete checklist with the departing employee and ensure that all action items have been completed.

Employee Checklist

Yes (X) Not Applicable (N/A)	**Please verify that you have completed the following:**
	Submitted Letter of Resignation (if applicable)
	Keys Returned (Building keys, car keys, elevator keys, all other City of Lawrence keys)
	ID Card Returned
	Corporate Credit Card Returned
	All City of Lawrence Equipment and/or Other Material Assigned to Me Have Been Returned.
	_____Uniforms _____Tools _____Pagers
	_____Cellular Phones _____Computer Equipment _____Other:_____
	Final Time Sheet Has Been Completed and Handed In
	Completed Electronic Exit Interview (voluntary)
	Schedule Appointment with Benefit Specialist (Retiring Employees Only Unless Otherwise Informed)

By signing here I am confirming that I have returned all information requested above that is applicable to me.

Terminating Employee's Signature_____

Date_____

Forwarding Address_____

_____

Email_____

Supervisor Checklist

Yes (X) Not Applicable (N/A)	**Please verify that you have completed the following:**
	Obtained written letter of resignation, resignation form from employee (or separation paperwork from department if applicable)
	Keys returned (building keys, car keys, elevator keys, all other City of Lawrence keys) from employee
	ID card returned from employee and phone call made to IS to shut off access rights
	City credit card returned by employee and Finance notified that card should be deactivated
	All City of Lawrence equipment and/or other material assigned to employee have been returned
	_____Uniforms _____Tools _____Pagers
	_____Cellular Phones _____Computer Equipment _____Other:_____
	PAF completed and sent to Human Resources with this document attached
	Final time sheet signed and sent to Human Resources

By signing here I am confirming that I have collected all information requested above and completed all necessary paperwork and phone calls regarding the terminating employee.

Supervisor Signature_____

Date_____