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AM 241-2-2

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Employee Clearance Checklist

Section I: Separation Checklist

Please complete this form when an employee separated from the City. Forward a completed and signed copy to Department of Finance – Central Payroll.

Employee's Name

ID #

Agency/Department

Work-Related Equipment	Serial #/Identifying Information	Date Received/Completed
Vehicle		
Communicative Equipment		
<input type="checkbox"/> Cell Phone		
<input type="checkbox"/> Pager		
<input type="checkbox"/> Other:		
Office Equipment		
<input type="checkbox"/> Laptop		
<input type="checkbox"/> iPad		
<input type="checkbox"/> Camera		
<input type="checkbox"/> Other:		
Hand Tools		
Uniforms		
Parking Pass		
Other:		
Custodianship	Serial #/Identifying Information	Date Received/Completed
Funds (petty cash, etc.)		
Files/Records (including inspection reports)		
Other:		

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Employee Access Privileges	Serial #/Identifying Information	Date Received/Completed
Keys and Key Cards		
Employee Identification		
City Driver's Permit		
Fuel Card		
Credit Cards		
Passwords for all devices		
Other:		
Action Items		Date Received/Completed
Call 311 to create Service Request (SR)	SR#	
Agency HR Practitioner must complete form at: https://cob/moit/acct to disable employee's access to City accounts. Use your computer log-in and password to open this document.		
Other:		

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Section II: Acknowledgement

I acknowledge that I have turned in or properly transferred all equipment, funds, official records, official identification, and other employee access items in my possession.

Employee's Name

Date

Employee's Signature

Date

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date

Employee is unavailable for signature Reason: _____

Agency HR Practitioner Certification: The employee is unavailable to sign the form. I have verified that the employee turned in or properly transferred all equipment, funds, official records, official identification, and other employee access items in their possession.

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date