

**City of Cottonwood
OUT-Processing Checklist**

Employee Name _____

Employee Address _____

Employee Phone # _____

Employing Department _____

Job Title _____

CHECKLIST ITEMS

PROVIDERS INITIALS & DATE

1. Provided Employee Out-Processing Checklist Supervisor _____

2. All City Property Returned from Employee Supervisor _____
(I.e. All Keys , Tools, Special Equipment, Radios; List additional items as required on
a separate inventory sheet of paper)

3. Completed Release Final Payroll Check form Supervisor _____
(Exhibit K, Submitted to Payroll)

4. Obtained Authorization for Pay Withholding Supervisor _____
(If Required, submit to HR)

5. Obtained Receipt of all Wages Due Supervisor _____
(Exhibit E-1, Signed by Employee, Submit to HR)

6. Obtained Release of all Claims against Employer Supervisor _____
(Exhibit E-2, Signed by Employee, Submit to HR)

7. Scheduled and completed an Exit Interview HR _____

8. Received Employee's City I.D. Card, Credit Cards, HR _____
Cell Phone w/Chargers, Holders and Hand-free Devices

9. Completed list returned to HRM Office HR _____

- I-9; Place in Terminated Employee I -9 File
- Emergency Data Form; Place in Personnel File
- Background Check and Medical files; Place in Terminated Files
- Place Name & Information on Termination Report
- Have information removed from City web site