

Arizona Department of Administration

Employee Separation Checklist

Effective Date of Separation: _____

- Submitted a written letter of resignation.
- Forwarding address and phone number left with supervisor.
- Changed telephone voice message; forwarded to appropriate staff.
- Email reply posted advising of separation.
- Computer workstation cleaned; personal files/folders deleted, project files moved to supervisor or shared directory.
- Ensured all State property has been returned including, but not limited to:
 - Laptop, projector, cell phone, pager, any other electronics
 - Office equipment, manuals, documentation, etc.
 - ID badge, parking permit, etc
 - All keys and locks
 - Uniforms
 - Bus Card
 - Other _____
- All personal belongings have been removed.
- If I have a sick leave balance of 500 hours or more, contact ADOA/GAO at (602) 542-6222 or access Arizona Retiree Accumulated Sick Leave Program (RASL) information through Y.E.S.

- In the future I am aware my W-2 can be obtained in the YES on-line system.
Please remember User ID and Password.
- Please mail my final paycheck and any subsequent mailing to the following address.

Name: _____

Address: _____

City, State, Zip: _____

I certify that all State property has been returned. Further, I certify that I am under no financial obligation to the State (e.g. signing bonus, tuition requirements, etc.), nor have I committed the State to future financial obligations (subscriptions, memberships, etc.)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____