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: __________________