

**EMPLOYEE'S SEPARATION CLEARANCE CHECKLIST**

The final salary warrant of a terminating employee **MAY NOT BE RELEASED UNTIL:**

- 1) The attendance is cleared
- 2) All items have been cleared; AND
- 3) The Check List is completed by Accounting

**EMPLOYEE INFORMATION**

EMPLOYEE NAME	ABMS NUMBER	POSITION NUMBER
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OFFICE
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SEPARATION DATE	SEPARATION TYPE
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**TO BE COMPLETED BY OFFICE**

ALL STATE PROPERTY, EQUIPMENT, KEY IDENTIFICATION AND CREDIT CARDS HAVE BEEN RETURNED OR PROPERTY ACCOUNTED FOR.

YES, RELEASE                       NO, HOLD

MISSING ITEMS	COST
	\$

SUPERVISOR'S SIGNATURE	DATE
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**TO BE COMPLETED BY ATTENDANCE CLERK**

ABSENCE REQUEST COMPLETED                       COPY OF ABSENCE REQUEST FOR JURY DUTY

ATTENDANCE CLERK SIGNATURE	DATE
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**TO BE COMPLETED BY OFFICE OF HUMAN RESOURCES**

(DATE)	(DATE)
<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> OUTSTANDING SALARY ADVANCE

OUTSTANDING ACCOUNTS RECEIVABLE \$ \_\_\_\_\_

TO BE CLEARED BY

PERSONNEL SPECIALIST SIGNATURE	DATE
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**TO BE COMPLETED BY ACCOUNTING**

TRAVEL ADVANCE CLEARED                       REVOLVING FUND PAYMENT

DEDUCT FROM FINAL PAYCHECK

TRAVEL \$	SALARY \$	JURY DUTY \$
DATE EMPLOYEE CLEARED	DATE FINAL SALARY WARRANT RELEASED TO ATTENDANCE CLERK	

DATE ATTENDANCE CLERK AUTHORIZED TO RELEASE CHECK

DISBURSEMENT & COLLECTION OFFICER SIGNATURE	DATE
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