

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

OFFICE

SEPARATION DATE SEPARATION TYPE

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

TO BE COMPLETED BY ATTENDANCE CLERK

ABSENCE REQUEST COMPLETED COPY OF ABSENCE REQUEST FOR JURY DUTY

ATTENDANCE CLERK SIGNATURE DATE

TO BE COMPLETED BY OFFICE OF HUMAN RESOURCES

(DATE) (DATE)

EMPLOYEE OUTSTANDING SALARY ADVANCE

OUTSTANDING ACCOUNTS RECEIVABLE \$

TO BE CLEARED BY

PERSONNEL SPECIALIST SIGNATURE DATE

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