



**SUPERVISORS:** Please place a check in the appropriate box for **ALL** questions below:

1. TIME ADMINISTRATION:

Have all of the employee's previous time statements been certified by both the  Yes  No employee and supervisor in CATS?

*REMINDER (in accordance with HR Policy No. 2):*

*When certifying the current time statement for the pay period in which the employee separates, the supervisor must add information in the Approver Notes that the "Employee was unable to certify due to separation."*

2. SEPARATION FORM:

Has an Employee Separation Notice been completed/submitted to Human  Yes  No Resources?

3. PROPERTY CONTROL / RETURN:

- Has the Employee I.D./Access Card been returned to Human Resources?  Yes  No
- Has the employee been previously issued any office keys?  Yes  No
  - If yes:
    - Have the keys been returned to the supervisor?  Yes  No
    - Has a Key Assignment form been submitted to Human Resources to document the return of the keys?  Yes  No  N/A
- Does the employee have any property personally-assigned home storage equipment (i.e., laptop, vehicle, trailer, etc.)?  Yes  No  N/A
  - If yes:
    - Has the property been returned to the supervisor?  Yes  No
    - Has Administrative Services been notified?  Yes  No

4. PURCHASING:

Does the employee have a P-card and/or CBA account?  Yes  No

- If yes:
  - Has the card(s) been returned to the supervisor?  Yes  No  N/A
  - Has the P-Card Administrator been notified?  Yes  No  N/A
  - Have all transactions been uploaded and approved in the WORKS system?  Yes  No  N/A

5. FUEL TRAC:

Does the employee have a FuelTrac PIN?  Yes  No

- If yes:
  - Has deactivation of the PIN been requested from Administrative Services?  Yes  No  N/A

6. CRISIS LEAVE:

Would the employee like to donate any annual leave to the Crisis Leave Pool? If so, they should complete a leave slip with the number of hours and "Crisis Leave Pool" in the comments.  Yes  No  N/A

*\*The employee will receive his/her final paycheck by direct deposit on the regularly scheduled payday.*

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**