

City of Richmond
Employee Separation Checklist

Supervisor's Check List

Resignation Letter Received Date:

Notice of Separation Completed Date:

Employee Security Control Form Completed Date:

Password Revocation Form Completed Date:

Notice to Human Resources Benefit Section
(e-mail to Date:

Agency Human Resources Manager notified
(Exit Interview) Date:

Forms forwarded to Payroll Unit Date:

Notice to Starnet Coordinator completed and sent Date:

Completed by: Supervisor/Manager Date:

City of Richmond



Employee Security Control Form

All City of Richmond property must be returned upon employee separation.

Employee Name: _____ Soc. Sec. No.: _____

Division: _____

City Property Issued	Date Issued	Date Returned	Employee's Initials
City of Richmond Identification			
Keys (Desk, Office, Building, Files, etc.)			
Department Manuals/Books			
Laptop computer			
Cellular Telephones			
Pager			
Automobile			
Uniforms			
Work Tools/Equipment			
Calculator			
Computer Equipment			
Employee Departmental ID Badge			
Other:			
Other:			
Other:			

Forwarding Address:

 Supervisor's Signature

 Date

CITY OF RICHMOND



PASSWORD REVOCATION NOTICE

DATE:

TO: Systems Administrator
Technical Support Division

FROM:

EMPLOYEE'S LAST NAME: _____ **FIRST NAME:** _____

EFFECTIVE DATE: _____ **DIVISION:** _____

The above named employee has terminated services with the department. Please revoke system access to all programs and Internet services.

Signature: _____
Supervisor/Manager

Attachment 5

76