



City of Flagstaff Exit Checklist

The following checklist will help guide you through your exit from employment with the City of Flagstaff. After the form is completed it must be turned into the Human Resources Division. If you have questions regarding this form, please contact Alan Keay, HR Manager, 928-213-2088 or alan.keay@flagstaffaz.gov

Employee:

Employee Name: _____ Position: _____

Division: _____ Section: _____

Supervisor: _____ Last date of employment: _____

Supervisor:

(Initial and Date) All City property is turned in on or before last day, including but not limited to:

- Building Keys
- City Hall electronic key returned to Facilities Superintendent
- Credit Cards (PCards) - Please return these to Liane Garcia (928-213-2279 or lgarcia@flagstaffaz.gov) or Patrick Brown (928-213-2277 or pbrown@flagstaffaz.gov) in order to cancel the card before the employee leaves employment or immediately after.
- Computer equipment
- Cell Phone/Pager – Please turn turn in your cell phone to your manager and notify Liane Garcia (928-213-2279 or lgarcia@flagstaffaz.gov) or Patrick Brown (928-213-2277 or pbrown@flagstaffaz.gov) to update the cell phone information on the City's Verizon website or cancel the service if necessary.
- Forward Supervisor File to Human Resources

Payroll:

(Initial and Date) Call Payroll at extension 2200 to schedule an appointment regarding:

- Deferred Compensation
- Retirement
- Final Paycheck
- Tuition Reimbursement Payback

Human Resources:

(Initial and Date)

Please contact HR at extension 2090 to schedule an appointment regarding:

- Exit Interview (optional)
- City Bus Pass
- City of Flagstaff employee ID

City Clerk:

(Initial and Date)

Please contact Larysa Feyti, City Records Coordinator at extension 2066 to schedule an appointment (preferably at least one week before last day) regarding:

- Disposition of e-mail before exiting
- Disposition of files before exiting