

**CITY OF NORTH LITTLE ROCK
OUT-PROCESSING FORM**

This form is to be completed for all employees upon receipt of notice of separation of employment. Please attach documentation of the separation to this form. All items must be cleared by the Employee's Department Head/Supervisor (initialed and dated). The completed form needs to be returned to Human Resources ASAP.

EMPLOYEE: _____ **DEPT./DIVISION:** _____

EMPLOYEE ID: _____ **JOB TITLE:** _____

PERSONAL TELEPHONE: _____ **PERSONAL EMAIL:** _____

HIRE DATE: _____ **TERMINATION DATE:** _____ **LAST DATE WORKED:** _____

| DEPARTMENT | ITEM | CLEARED BY | DATE |
|-------------------------|---|------------|------|
| CONTACT HUMAN RESOURCES | Insurance Information (RETIREE/COBRA) | | |
| | Pension | | |
| | Exit Interview | | |
| | If Uniformed Employee: LOPFI participants must contact LOPFI directly at (501)682-1745 or www.lopfi-prb.com. | | |
| | Deferred Compensation or Any Non-Group Policies (Employee Must Contact Company Directly) http://nlr.ar.gov/cms/One.aspx?portalId=63176&pageId=208843 | | |

HUMAN RESOURCES DIRECTOR SIGNATURE: _____ **DATE:** _____

| | | | |
|-------------------------|---|--|--|
| DEPARTMENT/ DIVISION | City ID Badge | | |
| | Keys (Building & Vehicle) | | |
| | Tools/Equipment | | |
| | Uniforms | | |
| | Employees Fuel-PIN locked (contact Kenny Brock or Kathy Dillon) | | |
| | Issue a Work Order for Information Technology to Terminate Email Account/Phone/Access/Cell Phone/Laptop Work Order Ticket # _____ | | |
| | Contact Finance-Accounts Payable for Travel Advance/Other | | |
| | Payroll Clerk Must Create a Payroll Maintenance Document for Final Payout, Annual Leave/Vacation, Sick Leave, and Roll Overs if Applicable and Send to Finance for Processing | | |
| | All Uniform Police and Fire Employee Equipment | | |

DEPARTMENT HEAD SIGNATURE: _____ **DATE:** _____

| | | | |
|---------|--|--|--|
| FINANCE | Final Payout | | |
| | Annual Leave/Vacation | | |
| | Sick Leave | | |
| | Roll Over if Applicable | | |
| | Process Final Payroll Maint. Document and Send a Copy to HR for Filing | | |

PAYROLL MANAGER SIGNATURE: _____ **DATE:** _____

I hereby certify that I have turned in all City property assigned to me and/or in my possession and have no outstanding obligation to the City. I understand that if it is determined that I have been overpaid or if payments have been made on my behalf (garnishment payments not withheld, etc.) that it is my responsibility to repay those amounts to the City of North Little Rock.

EMPLOYEE SIGNATURE: _____ **DATE:** _____