

Separation Checklist
Timely Payment of Wages (1000)
(No. 77 May 2001)

Name of Employee _____

Unit _____

- Request separation documents from employee's supervisor [Timesheet, Exit Clearance Form, Separation EAR, Confidential Job Survey Form (BU8)].
- E-mail to DAO Revolving Fund Supervisor in DAO.
- Cancel Direct Deposit and provide written verification to employee.
- Receive separation packet from employee.
- Audit time sheet and post leave records.
- Calculate regular pay and lump sum payment, uniform allowance (BU8), amount owed for meals, lost property.
- Determine outstanding advances and A/R's.
- Document and key PAR, EAR.
- Key uniform allowance (BU8).
- Reconcile SCO warrant when received.
- Clear any outstanding advances or A/R's.
- Prepare Request for Revolving Fund Check (AO-17), if needed.
- Complete and submit documents to correct overpayment/underpayment, if needed.
- Prepare and key Overtime Pay Request (Form 671).
- Audit warrant register for correct overtime paid.
- Clear any outstanding advances or A/R's and release warrant.

[\(see Table of Contents\)](#)