

MCCS EMPLOYEE CHECKOUT SHEET

1. Your final check will be mailed to your forwarding address the pay period following the final date of employment. If you would like to pick up your final check, please inform HR and you may pick it up in the HR Office.

2. EMPLOYEE NAME _____ EMPLID _____

3. BRANCH _____ DEPARTMENT _____

FORWARDING ADDRESS: _____

_____ Smocks or Uniforms Returned (if applicable)

_____ Keys Returned

_____ Other Equipment (phones, laptops, walkie/talkies)

_____ Name Tag

_____ To ensure PCI Compliance: **send email to Help Desk – MCCS HHA,
to remove employees from all computer & EPOS systems**

Supervisor's Signature

Date

Print Name

4. FOR USE BY HR OFFICE

_____ CAC Card*

_____ Parking Pass

_____ Health Card

_____ Dependent ID Card(s)

_____ Travel Card Returned/Deactivated

_____ Purchase Card Returned

_____ Insurance Terminated

_____ Retirement Terminated

_____ Exit Interview

* If no CAC card returned, employee must sign the lost or stolen CAC card form.

HR Signature

Date

5. FOR USE BY ACCOUNTING OFFICE

_____ MCCS Debt Clear

Date

Accounting Signature

Date

Upon completion, this form will be forwarded to the HR Office to be filed in the Official Personnel Folder of the employee.