



EMPLOYEE OFF-BOARDING CHECKLIST

INSTRUCTIONS

Prior to an employee's last day, please complete the off-boarding checklist below. Both the employee and supervisor must sign this form and the final checked list should be emailed to hpwrn@houston.tx.gov

Employee Name _____ ID# _____
Service _____
Line/Support _____
Teams _____ Last Day _____
Leaving _____
(check only one) ☐ Service Line ☐ Houston Public Works ☐ City of Houston

GENERAL CHECKLIST

- ☐ YES ☐ NA Send resignation form to employee to complete & return: [ResignationForm](#)
- ☐ YES ☐ NA Send **original** resignation form to HR, Attn: Resignation Team, 611 Walker, 22nd Floor
- ☐ YES ☐ NA Send copy of resignation form to Service Line parking coordinator
- ☐ YES ☐ NA Send copy of resignation form to HPWEmployeeEngagement@houston.tx.gov
- ☐ YES ☐ NA Collect summary of work projects in progress
- ☐ YES ☐ NA Change out going voice message to redirect calls to appointed designee
- ☐ YES ☐ NA Complete close-out HEAR evaluation

PROCUREMENT CHECKLIST

- ☐ YES ☐ NA Verify no pending transactions & collect outstanding P-card statements with receipts
- ☐ YES ☐ NA Deactivate P-Card. Request Exhibit 5

INFORMATION TECHNOLOGY CHECKLIST

- ☐ YES ☐ NA Collect all software system passwords & request off-boarding: bit.ly/servicenowrequest

PROPERTY, EQUIPMENT & BADGE CHECKLIST

- ☐ YES ☐ NA Collect keys (office, cyber, desk, etc.)
- ☐ YES ☐ NA Collect city issued cell phone & computer equipment (laptop, tablet, hotspot, passwords)
- ☐ YES ☐ NA Collect P-Card
- ☐ YES ☐ NA Collect bus or parking pass

IF LEAVING DEPARTMENT OR CITY OF HOUSTON

- ☐ YES ☐ NA Turn in badge & email badgingoffice@houston.tx.gov
- ☐ YES ☐ NA Uniform - shirts, jackets, any item with City seal or Public Works logo

ACKNOWLEDGEMENT

I have returned all City of Houston items & deleted any City of Houston information on other personal devices.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____