



## Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Employee's Name \_\_\_\_\_

<input type="checkbox"/> Exit Interview		<input type="checkbox"/> Employee 90 day probation	HR
<input type="checkbox"/> Delete from system/email	PM/HR	<input type="checkbox"/> Employee ADP Info	HR
<input type="checkbox"/> Delete from OneSite	OneSite	<input type="checkbox"/> Email new time sheet to mgr	HR
<input type="checkbox"/> Notify accounting/payroll	AP/HR	<input type="checkbox"/> Verify vacation/sick pay owed	HR
<input type="checkbox"/> Delete Wells Fargo access	CFO	<input type="checkbox"/> Maintenance ID Data Base	HR
<input type="checkbox"/> Verify all expense report balances/travel advances equal zero	PM/AP	<input type="checkbox"/> Payex Payroll	HR
<input type="checkbox"/> Final paycheck arrangements discussed with employee	PM	<input type="checkbox"/> Managers List	HR
<input type="checkbox"/> Communicate departure of employee to staff and those affected	PM	<input type="checkbox"/> Master Time Sheet	HR
<input type="checkbox"/> Contact Vendors	AP	<input type="checkbox"/> Employee Time Sheet	HR
<input type="checkbox"/> Contact NTUA	AP	<input type="checkbox"/> Employee Birthday	HR
<input type="checkbox"/> Change Locks on Offices	PM		
<input type="checkbox"/> Audit Petty Cash	PM		
<input type="checkbox"/> Gather all keys	PM		
<input type="checkbox"/> Change Computer password	PM		
Follow up on all			

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date