

Employee Separation Checklist

Store Number

Date

Employee

Employee #

All Uniforms Returned - Note Discrepancies

Advise Cintas on next delivery day to discontinue uniforms for employee and give credit

Any Employee

PAN with Termination details sent to office

Employee password changed in POS System

All employee personal property removed from the service center

Merit Change Form included with this form

Management Personnel

Store Keys returned

Safe Keys returned if applicable

Locks changed

P&L Book and and company property secured if applicable

Alarm Code disabled

For Office Use

Merit Resources Notified

Office File Updated

Employee removed from POS System

Conference Call code changed if applicable

Email disabled if applicable

This form must accompany the Merit Change Form for each separation

Completed By

Date