



## Division of Administration

## Employee Exit Checklist

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*This checklist is intended for the employee who is voluntarily transferring, retiring or resigning from employment with the Division of Administration. It does NOT replace the official exit interview form or procedure. Please see your supervisor to complete the exit process.*

- Turn in your written resignation to your immediate supervisor at least two weeks prior to your planned last day of work.
- Schedule an exit interview (phone, face to face, or via email through survey monkey) with Human Resources to:
  - Review final benefits (terminating or transferring dates and/or payments).
  - Complete retirement refund request (if applicable).
  - Review final pay and leave information.
  - Update your address to ensure accurate delivery of your final paycheck, W-2, etc.

***NOTE: It is extremely important to be sure the Office of Human Resources knows if you are transferring to another state agency. Failure to bring this information to OHR's attention may impact your insurance, retirement, and/or leave benefits.***

- Complete all timesheets and leave slips.
- Complete any other exit paperwork required by your supervisor.
- Turn in all department property such as keys, ID badge, equipment, etc.
- Leave a forwarding phone number and address with your supervisor and/or human resources.

**If you have any questions regarding this information, please contact the Office of Human Resources at (225)342-6060.**