

DIVISION OF ADMINISTRATION
Separation Procedure

STEP 1:

Send the Notification of Separation Email as soon as you are notified that they are leaving.
FAILURE TO DO SO MAY RESULT IN AN OVERPAYMENT.

Notification of Separation Email Format

To: Personnel Liaison, Timekeeper, Employee Supervisor, DOA-HR-HRSEPARATIONNOTICE@LA.GOV

CC: Section Head

Subject Line: Separation Notice – Employee Name

Employee Name:	
Personnel Number:	
Section/Office:	
Job Title:	
Last Day of Work (last day to be paid by agency):	
First Day of Separation/Retirement:	
Reason (Resignation, Retirement, Dismissal, etc.):	
NOTE: If an employee is transferring to another state agency, please complete the following:	
Transferring to Agency/Dept:	
Start Date at New Agency:	
Comments (If late submitting notice):	

Please remember:

- If the employee is a WAE (Rehired Retiree), please note that in the Job Title column next to the job title.
- The last day of work is the last day the employee is considered an employee of the agency, whether the employee is at work, on leave, on leave without pay or working remotely. SHOULD BE DAY BEFORE SEPARATION DATE.
- The first day of separation/retirement is the first day the employee is no longer employed by the agency.
- Please state the reason for separation, i.e.: Resignation, Retirement, Dismissal, Transfer, etc.
- If the employee is Transferring to another agency, please complete which agency they are going to (if you are given that information) and also the first day with the new agency.
- Please add any comments that you may think OHR would need to know, especially if the notice is not sent timely.

STEP 2:

BEFORE THE EMPLOYEE'S LAST DAY:

Have the employee complete the Separation Form and forward it to OHR. This form will be signed by the employee, supervisor and commissioner's office approving the separation reason.

Separation Form – <https://www.doa.la.gov/media/knuhuffu/separation-form-4-2024.pdf>

ON THE EMPLOYEE'S LAST DAY:

Have the employee complete the top portion of the DOA/ Checklist for Exiting Employee. This form will be signed by the employee and the supervisor/designee to confirm that all DOA equipment and paraphernalia has been turned in to the section head/designee.

Checklist for Exiting Employee -

<https://www.doa.la.gov/media/fbkcvya5/sectionheaddesigneeexitchecklist-final.pdf>

STEP 3:

AFTER THE EMPLOYEE'S LAST DAY:

The supervisor/designee should complete the bottom portion of the DOA/ Checklist for Exiting Employee to insure all separation steps have been completed. This includes completing the LWC77 form electronically within 3 days of their separation as this affects the employee's unemployment rights. You will need your Employer Account Number (see list attached).

LA Workforce Commission ES-77

<https://www.louisianaworks.net/hire/vosnet/EmployerSeparationNoticeRedirector.aspx?pu=1&plang=E>

STEP 4:

ONCE ALL FORMS ARE COMPLETED:

Submit a copy of the following documents to OHR:

- Separation Form with all required signatures
- Checklist for Exiting Employee
- Proof of submission of LWC-77

SEPARATION-LDOL (LWC77) Instructions

Go to <http://www.laworks.net> and complete the form for employees that are separating in the HR office.

Under 'Employers' >Click on UI employer resources> Forms-Form 77/Separation Notice

→ ↻ 🔒 <https://www.louisianaworks.net/hire/vosnet/EmployerSeparationNoticeRedirector.aspx> 🔍 ⭐ 📄

2021 1099-G Forms for unemployment benefits are now available. You can access by logging into your HiRE account > Unemployment Services > Form 1099-G Information. Reminder: 1099-G includes ALL unemployment benefits paid in 2021, including stimulus FPUC, LWA and MEUC.

If you receive a 1099-G for benefits for which you did not apply, take action. Check your Message Center for details.

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LOUISIANA WORKFORCE COMMISSION
The Department of Labor

Employers are required to complete a separation notice for a former employee within three days after the date on which the separation from service occurs, or three days after the worker's separation from employment.
Please see below to start.

File a separation notice on a former employee (Form 77)

Please enter your HiRE Unemployment Employer Account Number (EAN).

* Employer Account Number:

File New Separation Notice

Enter the Employer Account Number. (see list attached)

→ ↻ 🔒 <https://www.louisianaworks.net/hire/vosnet/EmployerSeparationNoticeRedirector.aspx> 🔍 ⭐ 📄

2021 1099-G Forms for unemployment benefits are now available. You can access by logging into your HiRE account > Unemployment Services > Form 1099-G Information. Reminder: 1099-G includes ALL unemployment benefits paid in 2021, including stimulus FPUC, LWA and MEUC.

If you receive a 1099-G for benefits for which you did not apply, take action. Check your Message Center for details.

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Please see below to start.

File a separation notice on a former employee (Form 77)

Please enter your HiRE Unemployment Employer Account Number (EAN).

* Employer Account Number:

File New Separation Notice

Click **FILE NEW SEPARATION NOTICE**

Complete the **Employer Information**

Enter the supervisor's information for the employee that is separating

→ ↻ <https://www.louisianaworks.net/hire/vosnet/ui/baseemployer/separationnoticeforguest.aspx?enc=CefJw1zYrvPneX1+MzoJVf/9HHglSiN/1c5wCCAqSQ=>

2021 1099-G Forms for unemployment benefits are now available. You can access by logging into your HiRE account > Unemployment Services > Form 1099-G Information. Reminder: Your 1099-G includes ALL unemployment benefits paid in 2021, including stimulus FPUC, LWA and MEUC.

If you receive a 1099-G for benefits for which you did not apply, take action. Check your Message Center for details.

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Employer Information

Employer EAN: 1394300

* Company: LOUISIANA STATE OF - Div of Admin-OHR

* Company Street Address 1:

Address 2: 1201 N Third St., Suite 3-130

* City: BATON ROUGE

* State: Louisiana

* Zip: 70802

* Name: SUPERVISOR'S NAME

* Title: SUPERVISOR'S TITLE

* Phone Number: 225-342-6060

* Email Address:

Enter separating **Employee Information**

2021 1099-G Forms for unemployment benefits are now available. You can access by logging into your HiRE account > Unemployment Services > Form 1099-G Information. Reminder: Your 1099-G includes ALL unemployment benefits paid in 2021, including stimulus FPUC, LWA and MEUC.

If you receive a 1099-G for benefits for which you did not apply, take action. Check your Message Center for details.

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* Company Street Address 1:

Address 2:

* City:

* State: None Selected

* Zip:

* Name:

* Title:

* Phone Number:

* Email Address:

Employee Information

* Employee First Name:

* Employee Last Name:

ATTACHMENTS:

- LDOL/LWC77 Employer Account Number Chart
- Separation Form
- Checklist for Exiting Employee

LDOL/LWC77 Employer Account Number Chart		
100	3159770	GOV- Executive Office
101	3160142	GOV-Office of Indian Affairs
102	5810763	GOV- Office of Inspector General
103	3159786	GOV- Mental Health Advocacy Service
106	6006063	GOV- Tax Commission
107	1394300	GOV- Division of Administration
116	5810611	GOV- LA Public Defender Board
666	3159702	BESE- Board of Elementary and Secondary Education
800	2418319	GOV-Office of Group Benefits
804	3160184	GOV- Office of Risk Management
806	3160190	GOV- LA Property Assistance
807	3160210	GOV- Federal Property Assistance
815	1394300	GOV-Office of Technology Services
820	6477000	GOV- Office of State Procurement
829	3810048	GOV- Office of Aircraft Services