

DIVISION OF ADMINISTRATION

Checklist for Exiting Employee

Employee Name: _____ Separation Date: _____

Personnel Number: _____ Last Day Worked: _____

This form should be used by the Section Head or his/her designee to provide for orderly separation of an employee who is resigning or retiring from the Division of Administration.

- ☐ Send Separation Notice to e-mail group (include Section Head and Employee Supervisors).

NOTE: Advise if employee is transferring to another state agency.

- ☐ Have employee sign final time sheet and leave slips and/or enter all leave in CATS prior to last day worked.

- ☐ Obtain all keys including building, vehicles, filing cabinets, storage facilities, etc.

- ☐ Obtain uniforms, computer, tools, cell phone/Blackberry, radio or any other state property.

- ☐ Obtain ID card and complete OSB Change Authorization Form to delete access to buildings, garages, etc.

- ☐ Have Telecommunication Coordinator complete form OTM/S-2 to delete voicemail.

- ☐ Send Help Desk Ticket to PC Lan to delete LAN access.

- ☐ If the employee has security access to IMPACT, DISCOVERER or OGB secured websites, confirm with supervisor if access should be (retained/removed), then notify Stacy Campbell via email of the supervisor's decision. This should be done for separations and transfers to another state agency.

- ☐ Advise employee that the final W-2 will be mailed to their current address and any address changes during the calendar year should be sent to OHR.

- ☐ Advise employee to contact the Human Resources Benefits Section with retirement and benefits related questions.

- ☐ Have employee close out any remaining travel expenses and submit requests for reimbursements prior to the last day worked.

- ☐ Have employee return any LaCarte state travel or purchasing card.