

## 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 Supervisor).  
**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 LEO prior 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.
- 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 last day worked.
- Have employee return any LaCarte state travel or purchasing card.