

## State of Louisiana Division of Administration Separation Procedure

**Important:** Failure to submit the Notification of Separation email promptly may result in an employee overpayment. Complete Step 1 as soon as you are notified that an employee is leaving

### Step 1 – Immediately upon receiving notification that employee is leaving

As soon as you are notified of the separation, send an email using the format below to notify all required parties.

<b>To:</b>	<a href="mailto:DOA-HR-HRSEPARATIONNOTICE@LA.GOV">DOA-HR-HRSEPARATIONNOTICE@LA.GOV</a> , Personnel Liaison, Timekeeper, Employee’s Supervisor
<b>CC:</b>	Section Head
<b>Subject:</b>	Separation Notice – {EMPLOYEE_NAME}
<b>Employee Name:</b>	<i>Full legal name</i>
<b>Personnel Number:</b>	
<b>Job Title:</b>	<i>Include “(WAE)” after title if employee is a Rehired Retiree</i>
<b>Last Day of Work:</b>	<i>Last day to be paid by agency. This is the day before the separation date, even if the employee is on leave, LWOP, or working remotely.</i>
<b>First Day of Separation:</b>	<i>First day the employee is no longer employed by the agency.</i>
<b>Reason for Separation:</b>	<i>Resignation, Retirement, Dismissal, Transfer, etc.</i>
<b>Transferring to Agency/Dept:</b>	
<b>Start Date at New Agency:</b>	
<b>Comments:</b>	<i>Include any notes OHR should know, especially if this notice is submitted late</i>

### Step 2 – Before the Employee’s Last Day

#### Separation Form

Have the employee complete the **Separation Form**. The form must be signed by the employee, their supervisor, and the Commissioner’s Office before being forwarded to OHR.

**Separation Form:** Available on the DOA/OHR website.

## DOA Checklist for Exiting Employee

Have the employee complete the top portion of the DOA Checklist for Exiting Employee. Both the employee and the supervisor or their designee must sign to confirm that all DOA equipment and materials have been returned.

**Checklist for Exiting Employee:** Available on the DOA/OHR website.

### Step 3 – After the Employee’s Last Day

#### DOA Checklist for Exiting Employee:

The supervisor or designee must complete the bottom portion of the **Checklist for Exiting Employee**

#### Submit LSC-77 within 3 Business Days

and submit the **LSC-77** form electronically through the Louisiana Workforce Commission portal. Timely submission directly affects the employee’s unemployment rights.

#### How to Submit the LWC-77

1. Go to [www.laworks.net](http://www.laworks.net)
2. Under “Employers”, select File a Separation Notice/Form 77
3. Enter your **Employer Account Number** (see table below).
4. Verify the Employer is correct, then click **File New Separation Notice**
5. Enter **Employer Information**. *Enter the supervisor’s information for the employee that is separating.*
6. Enter separating **Employee Information**

#### LouisianaWorks/LWC-77 Employer Account Numbers

Code	Employer Account Number	Agency / Office
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