

**State of Louisiana Division of Administration
Checklist for Exiting Employee**

Employee Informaton

Employee Name: _____ Personnel Number: _____
Separation Date: _____ Last Day Worked: _____

To be completed by Employee

I have turned in:

- LaCarte state travel or purchasing cards
- All keys including building, vehicles, filing cabinets, storage facilities, etc.
- ID Access Card
- All DOA Equipment or any other state property (check all that apply)
 - Uniforms
 - Computer and accessories
(Keyboard, mouse, monitor)
 - Tools
 - Cell Phone
 - Radio
 - Other (specify below)
- Signed final timesheet and leave slips and/or entered all leave in LEO prior to my last day worked.

Employee Signature _____ Date _____ Section Head/Designee Signature _____ Date _____

To be completed by Section Head / Designee

- Confirmed all listed items have been returned
- Sent Separation Notice email to required recipients (including Section Head and Employee Supervisor)
- Submitted OSB Change Authorization Form to revoke building and garage access
- Submitted Help Desk ticket to deactivate LAN access, email, and subscription accounts (e.g., Microsoft 365)
Note: Specify any files or documents that need to be transferred to another user in the ticket.
- Submitted requests to revoke any remaining system or account access
- Advised employee that their final W-2 will be mailed to their address on file, and that any address changes should be sent to OHR
- Advised employee to contact HR Benefits with questions about retirement and benefits
- Confirmed employee submitted all outstanding travel expenses and reimbursement requests before their last day
- Submitted LWC-77 form electronically (required within 3 days of separation date)

Section Head/Designee Name (Print or Type) _____ Section Head/Designee Signature _____ Date _____