

DIVISION OF ADMINISTRATION

Checklist for Exiting Employee

Employee Name: _____ Separation Date: _____

Personnel Number: _____ Last Day Worked: _____

This portion of the form should be completed by the employee

I have turned in:

- Any LaCarte state travel or purchasing cards
- All keys including building, vehicles, filing cabinets, storage facilities, etc.
- ID Access card
- All DOA Equipment not limited to uniforms, computer, tools, cell phone/Blackberry, radio or any other state property
- I have signed my final time sheet and leave slips and/or enter all leave in LEO prior to my last day worked.

Employee Signature

Date

Supervisor/Designee Signature

Date

This portion of the 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)
- Complete the OSB Change Authorization Form to delete access to buildings, garages, etc.
- Send Help Desk Ticket to delete LAN access and to deactivate email account
- 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.
- Complete the LWC77 Form electronically (within 3 days of the separation date).