

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 and verified by Section Head/Designee

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 or any other state property (check all that apply)
 - Uniforms
 - Computer and accessories (keyboard, mouse, screen)
 - Tools
 - Cell phone
 - Radio
 - Other _____
 - Other _____
- Signed final time sheet and leave slips and/or entered all leave in LEO prior to my last day worked.

Employee Signature

Date

Section Head/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.

- Received all items listed above as returned.
- Sent Separation Notice to e-mail group (include Section Head and Employee Supervisor).
- Completed OSB Change Authorization Form to delete access to buildings, garages, etc.
- Sent Help Desk Ticket to delete LAN access and to deactivate email account and subscription accounts such as Microsoft 365 or Google Apps (please note: if any file or documents need to be moved to another user please specify in the request).
- Sent additional requests necessary to terminate any other access to business systems or accounts.
- Advised 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.
- Advised employee to contact the Human Resources Benefits Section with retirement and benefits related questions.
- Had employee close out any remaining travel expenses and submit requests for reimbursements prior to last day worked.
- Completed the LWC77 Form electronically (within 3 days of the separation date).

Section Head/Designee Name (Print)

Section Head/Designee Signature

Date