SEPARATION FROM AGENCY CHECKLIST

Print Form

Employee Name _____ Date _____

Select Type: ☐ Resignation ☐ Retirement ☐ Termination

☐ Transfer to another State Agency *(transfers within agency, use Transfer Checklist)*

Furlough Requirements	
	Supervisor will verify employee has taken required number of furlough days.
Termination Only	
HR Manager	
	Review Termination Letter
Supervisor	
	Send/Deliver Termination Letter
All Separations	
HR Personnel Records	
	Resign/Retire/Transfer Form CD902
	Resign/Retire only - Letter
	Termination Letter
Payroll	
	Timesheet
	Work with Payroll Technician for final paycheck
DOC Property Returned to Supervisor	
	Employee Assigned Property Tracking CD1489
	DOC Photo ID
	Keys/Key Fob
	Key Chits/Card
	Cell Phone/Mobile Device/Chit
	Pager
	PDA
	Laptop
	Memory Stick (Flash Drive)
	Secure ID Card
	Cards • Phone • DAS Motor Pool • SPOTS • Voyager
	Termination - Uniform and Equipment

Information Technology Services	
	E-mail DL Profile Requests with a list of all applications and programs to terminate access.
	Telephone/Voicemail
Accounting/Contracts/Purchasing	
	Revoke Expenditure Delegation CD1439
	AFAMIS
	ORPIN
Specific to Facility/Institution/Position	
Exit Survey	
	Ask the employee to complete the on-line exit interview survey, if voluntarily leaving or transferring. http://www.surveymonkey.com/s.asp?u=206582533018