

Sample Supervisor Check List for Employee Separation

Employee Name: _____

- Supervisor receives employee's original, signed written notice of resignation or notes verbal resignation and follows up with a letter to the employee accepting the resignation.
- Supervisor submits employee's original, signed written notice of resignation or letter accepting resignation to the Human Resources section.
- Supervisor submits employee timesheet to Payroll by 10:00 a.m. on employee's last working day and coordinates delivery of final paycheck to employee.
- Payroll processes any outstanding reimbursable expenses.
- Review employee's computer documents for retention or deletion from system as appropriate.
- Notify Information Systems of date and time to remove employee systems access and name from Email directory.
- Ensure all files, electronic and hard copy, have been filed, retained or disposed of in accordance with record retention schedules.
- Work with appropriate sections of the agency to terminate special designation authorities.
- Supervisor collects all assigned agency property and returns the property to the correct section within the agency as the employee exits or on the last day of work. Property includes, but is not limited to:
 - Technical equipment, software, furniture, etc.
 - Visa, travel, SPOTS credit cards, etc
 - Key card, identification cards, security access cards, etc.
 - Assigned keys
 - Books purchased by the agency for workshops, classes etc.
 - Motor Pool checkout cards
 - Disconnect state paid telephone lines and fax lines, as appropriate

Sample Supervisor Check List for Employee Separation

Advise the employee of the following:

- Forwarding Address:** Employee leaves a forwarding address with Payroll in order to receive W-2 tax return forms or documents.
- Leave Accruals:** If transferring to another state agency, employee contacts the receiving state agency's Payroll office. Obtains written approval from the receiving state agency if they will accept more than 80 hours of vacation.
- Insurance Coverage:** Employee requests verification from Payroll of last day of employment and types of insurance coverage. Payroll or a third party provider provides a notice of rights and responsibilities to continue insurance coverage.
- Parking:** Employee contacts the parking coordinator to change or end parking arrangements.
- Exit Interview Survey:** Ask the employee to complete the [on-line exit interview survey](#), if voluntarily leaving or transferring.