

SUPERVISOR'S CHECKLIST – EXITING EMPLOYEE

This checklist will assist supervisors in reviewing the exit process with employees that are going off-staff (i.e., military duty, rotation assignment or retirement) or terminating their employment with DOP and/or state government. Please follow through on each applicable action in a timely fashion. If you have questions, contact the HR Office.

Employee Exit Procedure

- Q **Current/Exiting Employee Change Request Form** – This form needs to be completed and submitted to ISD Help Desk upon notice of employee resignation. Include status of exiting employee's PC equipment, G drives files and e-mails, and access to any shared drives and/or distribution/MI lists. Supervisors and employees need to discuss location of all other working files.

HR Office

- Q Notify the HR Office that the employee will be exiting and follow up by sending an original signed copy of the resignation letter. *(The resignation letter should state if the employee is going to another state agency, leaving state service, or retiring).* Stating effective date is necessary to transfer records and/or terminate benefits.
- Q Have employee set up an exit interview with HR Manager.

Payroll/Financial Services Office

- Q Notify Payroll/Financial Services Office that employee will be terminating employment and indicate termination effective date.
- Q Discuss employee's current leave status (outstanding leave or LWOP).
- Q Employee will need to discuss with Payroll/Financial Services Office the final payroll details (where to send the final pay check, coordination of benefits and payroll deductions).

General Communications

- Q Send email to **ALL DOP STAFF** informing them about the employee leaving. Include a short statement about what the employee is doing or where they are going.

Records Management & Retention

- Q Please identify and locate the employee's existing files and records (hard copy/electronic) for records retention purposes. Inform division's records management team representative of where these files and records will be stored.

Supervisor's Responsibility

Please remember to retrieve the following items before the employee leaves:

- Q Lap top computer, or any equipment issued to employee for use outside of work area.
- Q Cell phone, Blackberry, pager or PDA.
- Q Building/office keys/SCAN cards/ISD proximity badge.
- Q DOP parking pass.
- Q DOP identification badge.

Retirement

- Q Contact HR Office to coordinate.
 - o VEBA
 - o Letter from Governor
 - o 30 year employee gift, if applicable
- Q Consider doing a news bulletin article.
- Q Determine celebration.

