

Washington State Liquor Control Board

Employee Separation Checklist

§ Checklist applies to all employee separations, including voluntary, involuntary termination and retirement.

§ Division lead support person or designee has responsibility for initiating and completing form.

Employee _____ Separation Date _____ Location _____	
Division _____ Dept _____ Position Title _____	
Human Resources Related Tasks	
Separation Notice (acquire and provide information to HR upon notification)	
<input type="checkbox"/> Resignation <input type="checkbox"/> Layoff <input type="checkbox"/> Retirement (See Retirement Checklist (S:/Shared/Lead Support)) <input type="checkbox"/> Transfer to another state agency (Notify HR to ensure records processing is completed) <input type="checkbox"/> Other <input type="checkbox"/> PAR form – (Complete prior to separation and send to HR. Attach resignation letter and/or email for all permanent employees.)	
Divisional/Other Tasks <u>On last day of work collect:</u> <input type="checkbox"/> Building Picture ID/Access Card Key <input type="checkbox"/> Office, desk, and file drawer keys <input type="checkbox"/> Parking Sticker <input type="checkbox"/> Star Pass (bus pass) <input type="checkbox"/> Travel (Credit) Cards <input type="checkbox"/> LCB Equipment including: § <input type="checkbox"/> Computer (laptop) § <input type="checkbox"/> Cell phone § <input type="checkbox"/> Pager § <input type="checkbox"/> Scan cards § <input type="checkbox"/> Other _____	<input type="checkbox"/> Complete ITS Order Form to cancel computer password, phone, scan number and removal from distribution lists <input type="checkbox"/> Cancel Signature/Spending Authority (if applicable) <input type="checkbox"/> Change Safe Combination (if applicable) <input type="checkbox"/> Other (division specific checklists) _____ _____ _____
Division	
<input type="checkbox"/> Complete Exit Interview <input type="checkbox"/> Other _____	

Completed by _____

Date _____

Employee's signature _____

Date _____

Original – Human Resources cc: Division and Employee