It is the responsibility of the supervisor to ensure that the separation steps outlined below are reviewed and taken when an employee is leaving or transferring to another agency. This form should be completed by the supervisor and employee. Sign and date the form to confirm your review of the checklist with the employee.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personnel ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Day of Work (in paid status): \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Voluntary Separation**

Ask the employee for a letter of resignation.

Ask the employee to complete the Employee Exit Survey.

**Involuntary Separation – CONTACT DES Primary Consultant IN ADVANCE**

Confirm last day of employment (in paid status).

Determine the appropriate process for removal of the employee’s contents from office or workspace and secure computer networks and files.

**Before Employee’s Last Day – Complete these forms or initiate these processes.**

Work with your HR Liaison to complete the PEBB worksheet if you had PEBB benefits.

PPDS/Include the Exit Checklist and send to SAA@DES.wa.gov

Final Time Sheet (if applicable) Update current address for Payroll W-2

Outstanding travel vouchers  Fiscal reimbursements

Last pay date: \_\_\_\_\_\_\_\_\_\_  Direct Deposit (check one):  Yes  No

**Retrieve, cancel, or secure the following items:**

Staff Identification Card  Office and/or desk keys  Pager, Laptop and/or cell phone  Parking hang tag  Telephone calling card  Purchasing Card and/or Credit Cards Department network/e-mail account & Electronic files  Voice mail password  Other Agency property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**NOTE:** Place a signed copy in the employee’s personnel file.