

Manager Checklist for Employee Separation

Manager/Supervisor: Please use this checklist as a guide when an employee separates employment for any reason (i.e., resignation, termination, transfer, or retirement). Completion of the checklist in a timely manner will ensure proper removal from payroll and other pertinent employment systems.

Name of Separating Employee: _____ Last Workday: _____

Complete the <i>Separation from Employment</i> Form. Attach the employee's resignation letter and send both items to HR no later than 5 business days prior to the employee's last workday.	<input type="checkbox"/> Yes
Be sure to approve the employee's final timesheet or leave report. If the employee takes additional leave after the timesheet or leave report is approved, an email must be submitted to the payroll administrator in HR.	<input type="checkbox"/> Yes
For SPA employees transferring within State government, a Performance Appraisal must be conducted and summary performance rating given for current work plan. (Submit completed forms to Beth Alsobrook)	<input type="checkbox"/> Yes
Verify there is no outstanding travel advance (Beatrice Powell) and/or credit card (Priscilla Smothers) balances.	<input type="checkbox"/> Yes
Collect cell phone, pager, laptop, memory sticks, keys, parking permit, etc.	<input type="checkbox"/> Yes
Notify Robbie Snuggs (843-5671) if employee had a PeopleAdmin account that needs to be inactivated.	<input type="checkbox"/> Yes