
Employee Separation Checklist

_____ Employee Name (Last, First, MI)	_____ Personnel Number
_____ Job Title	_____ Program Office/Section
_____ Date of Separation	_____ Date of Last Day at Work
_____ Separation Reason	

Upon completion of this checklist, a copy shall be given to the employee and a copy shall be sent to Human Resources.

Purpose: This checklist is to document the separation process. Employees leaving LDH must be aware of their responsibilities upon exit and the obligation to return all property issued to them prior to separation.

Employee has completed SF-14 Resignation and Exit – Interview Report and LDH HR65 Exit Interview Form. SF-14 has been signed by the Appointing Authority and submitted to HR Liaison with a copy of HR65 and employee’s resignation letter or transfer letter.

YES NO NOT APPLICABLE

Time administrator has been informed of employee's separation plans to ensure no time sheets are outstanding. Ensure outstanding leave slips, timesheets, and/or leave certification forms are completed/signed.

YES NO NOT APPLICABLE

A close out PES has been conducted and a copy of the PES has been forwarded to HR.

YES NO NOT APPLICABLE

OTS has been notified of employee separation to deactivate email accounts.

YES NO NOT APPLICABLE

SSAS has been notified of employee separation to deactivate ZOOM/Cellular Device accounts.

YES NO NOT APPLICABLE

SSAS has been notified of employee separation to remove EED access.

YES NO NOT APPLICABLE

Appropriate LDH sections have been advised of employee separation for security changes, i.e. Human Resources, Security, Procurement, Fiscal, etc.

YES NO NOT APPLICABLE

The employee has returned each of the following items that are applicable:

Computer Equipment/Laptop and all accessories (cords, keyboard, mouse, camera, etc.)

YES **NO** **NOT APPLICABLE**

Projector and all accessories

YES **NO** **NOT APPLICABLE**

Cellular Devices (iPhone/MiFi) with all accessories

YES **NO** **NOT APPLICABLE**

Tablet Computer (iPad) with all accessories

YES **NO** **NOT APPLICABLE**

Radio (two-way, etc.)

YES **NO** **NOT APPLICABLE**

ID Badge and Parking Access Badge

YES **NO** **NOT APPLICABLE**

Keys (building, office door, filing cabinets, storage units, other locks, etc.)

YES **NO** **NOT APPLICABLE**

Credit Card (P-card, Travel Card), postal mail access card

YES NO NOT APPLICABLE

Printed Materials (Books/Guides/business cards)

YES NO NOT APPLICABLE

Equipment loaned out for home use (chair/monitors)

YES NO NOT APPLICABLE

State/Rental Vehicle

YES NO NOT APPLICABLE

Other (List)

YES NO NOT APPLICABLE

Employee has updated outgoing voicemail message to reflect who is accepting calls in their absence and has provided their password for voice mail.

YES NO NOT APPLICABLE

Employee has verified or updated their mailing address in LEO. Employee has been instructed to notify HR of new address if they move to a new location after separation.

YES NO NOT APPLICABLE

Employee has closed out any remaining travel vouchers and travel advances.

YES NO NOT APPLICABLE

Employee has been advised to contact HR at 225-342-6477 to discuss their final paycheck, leave, and/or benefits.

YES NO NOT APPLICABLE

Any applicable program office websites and/or intranet listing have been updated. Staff and/or internal workgroups/committees have been notified of employees' departure.

YES NO NOT APPLICABLE

Employee's ID badge and keys have been retrieved and the badge has been sent to SSAS.

YES NO NOT APPLICABLE

Employee's work files and projects have been retrieved. Unfinished work and/or projects have been discussed with the employee's supervisor.

YES NO NOT APPLICABLE

Financial Management at 225-342-1483 has been notified to ensure employee's ISIS/Business Objects access is removed.

YES NO NOT APPLICABLE

Employee has removed all personal belongings from the workplace.

YES NO NOT APPLICABLE

NOTES:

I certify that the information contained on this HR-64 is true and correct.

Signature

Title

Date _____