Employee Separation Checklist

The Adjutant General's Department

State Human Resources

Employee Name: _____ **Last Day at Work**: _____

Supervisor: _____ **Work Site**: _____

A. **Employee** you will be sent an Employee Exit Interview. Please complete it and return it to State Human Resources (SHR) as soon as possible in the envelope provided.

B. Complete the following by the employee's final day at work. The person approving each item must initial and date.

Date **Int**

_____ _____ Contact State Personnel Security Manager for De-Briefing of Employee (785) 274-1067

_____ _____ Complete and return Supervisor Exit Questionnaire to State Human Resources.

_____ _____ Complete, sign and submit timesheet to State Human Resources.

_____ _____ Notify local Information Technology of employee's last day.

_____ _____ (State Headquarters Complex) Notify Security (#1155) of employee's last day.

_____ _____ Notify worksite Telephone Manager of employee's last day.

_____ _____ Do final check on status of work projects, files, etc.

_____ _____ Return all agency issued property. *(Put N/A if not applicable):*

Either the employee or supervisor (designee) must return items to the appropriate control entity.

_____ _____ Keys

_____ _____ Cell Phone

_____ _____ CAC Card

_____ _____ Uniforms

_____ _____ Tools

_____ _____ Prox Card

_____ _____ Lap Top

_____ _____ KANSAN Phone Card

_____ _____ Corporate Credit Card

_____ _____ Other _____

_____ _____

Employee Signature Date Supervisor Signature Date

Submit this completed form and enclosed documents to State Human Resources within 48 hours of employee's separation.

Questions should be addressed to (785) 274-1391, or 1460.