

State Employee *Separation* Checklist
The Adjutant General's Department

Employee Name: _____

Last Day at Work: _____

Supervisor: _____

Work Location: _____

Supervisor: Complete the following prior to the employee's final day at work. Supervisor is responsible for Signing, dating, returning agency issued property to appropriate resource, and returning this form to SHRO.

Date Int

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

_____ Notify Information Technology Help Desk (785-646-1111) of employee's last day.

_____ Notify Security (785-646-1155) of employee's last day & arrange for collection of Proxy card.

_____ Notify Cisco Phone System Administrator 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):*

_____ Keys

_____ Cell Phone

_____ CAC Card

_____ Lap Top/Tablet

_____ Credit Card

_____ Tools or Equipment

_____ Uniforms

_____ Misc. _____

_____ Proxy Card

_____ Misc. _____

Employee: If you are leaving State employment, you will receive information related to the disposition of your State benefits, final pay check and W-2 within 1 week of your termination date.

Upon leaving the agency you will be sent an Employee Exit Interview. Please complete and return to The State Human Resource Office (SHRO) as soon as possible in the envelope provided.

Employee Signature

Date

Supervisor Signature

Date

Contact SHRO at (785) 646-1391 or 1460 with your questions.