***Supervisor - Complete print, sign, and date the form; share with the Manager for final approval; and, return the form to the HR Coordinator to be placed in the employee’s file.***

**Today’s Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee’s Last Day Worked** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Manager** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Leaving**  (Please Circle)

 Retirement Transfer Resignation

 Voluntary Involuntary

***The supervisor and manager are responsible for taking the appropriate action on the following items.***

| **As Soon as Notification is Received** | **Prior to Final Work Day** |
| --- | --- |
|  | Obtain written documentation of the employee’s intent |  | Review computer files and identify location of work data |
|  | Provide copy of the documentation to the HR Coordinator |  | Review final pay and potential repayments with HR Coordinator |
|  |  |  | Review work process to ensure all duties are covered |

**On the Final Day**

| **Collect** | **Before Employee Leaves** |
| --- | --- |
|  | Keys |  | Make sure work area has been cleaned and personal belongings removed |
|  | Building Access Card |  | Change voicemail message while employee can provide PIN |
|  | P-Card |  | Check with HR Coordinator to make sure all termination information is complete |
|  | Laptop |  | Get contact information |
|  | iPad |  | Ensure email auto-reply has been set (“I am no longer with \_\_\_\_ [agency], please contact…”) |
|  | Cell Phone (Ensure iCloud password and device passcode have been provided. The device will be set back to “factory settings”) |  | Supervisor and Manager walk employee out of agency and building |
|  | Employee ID Card |  | Inform HR Coordinator of departure so that physical and technology access may be deprovisioned |
|  | Parking Car Tag |  | Send employee’s information to Directors secretary to for deactivation in State Phone Directory |
|  | Other  |  | Consider if email needs to be changed if transferring to a different division and previously worked with confidential information |

**Comments and Additional Information**

|  |
| --- |

**Completed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**