

West Virginia Department of Health and Human Resources

Checklist for Departing Employees

Item	Completed	Returned
Paper Work		
Resignation Notice/Acknowledgement		
Resignation Information/Payroll Form - WV 11		
Interviewer Exit Survey		
Employee Exit Questionnaire submitted on-line		
WV P.E.I.A. Forms		
Consolidated Public Retirement Board Forms		
Performance Evaluation Form		
Back-belt Return or Replacement Form		
Training and Employment Record Form (for Health Service Worker/Trainee only)		
Request for Reception (if applicable)		
Employee Handbook		
Signature Cards		
Final Time Sheet		
RCAF Termination		
Cards		
Telephone Calling Card		
Travel Credit Card		
Employee ID Card/Case		
Employee Parking Card/Sticker		
Employee Security Door Card		

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Checklist for Departing Employees (continued)

Automobile		
Automobile		
PHH Card		
Turnpike Toll Card		
Office Keys		
Door keys		
File cabinet keys		
Diskette box keys		
Personal computer keys		
Passwords		
Telephone		
Computer equipment & supplies		
Personal computer		
Laptop computer		
Diskettes		
Software		
Software manuals		
Palm-pilot		

