

West Virginia Department of Health & Human Resources

DEPARTING AND TRANSFERRING EMPLOYEE CHECKLIST

Employee Name:

Last Work Day:

Employee Responsibilities

Forms:

- Resignation Letter
- Timesheet completed and turned in (last day)- form OPS2A and leave slips
- Complete exit survey
- Check any Work Obligation through Education Reimbursement Program (dhhreerl@wv.gov)
- Contact PEIA (if applicable)- <http://www.peia.wv.gov/Pages/default.aspx>
- Contact Consolidated Public Retirement Board- <http://www.wvretirement.com>
- Provide supervisor with any computer files
- Turn on automatic response email notifying whom to contact as of last day

What to turn in:

- ID Parking Pass Card Door Access Card P-Card Keys
- Cell Phone Credit Card Storage Devices Laptop/Case Manuals

Supervisor Responsibilities

Forms:

- Give resignation letter to HR contact (HR contact will then send out exit survey template with link to the employee to complete).
- Give timesheet to payroll/wv11 (to be turned in last work day)
- Check any Work Obligation through Education Reimbursement Program (dhhreerl@wv.gov)
- Network Deprovision form filled out and turned in- <http://naf.wv.gov>
- Get phone/voicemail/email passwords
- Delete any EBT, RACF, LARS, PIMS accesses
- Training and Employment Record Form (for Health Service Worker/Trainee)
- Remove name from email groups, lists, websites, directories, etc.

Make sure you collect from employee:

- ID Parking Pass Card Door Access Card P-Card Keys
- Cell Phone Credit Card Storage Devices Laptop/Case Manuals

Supervisor Signature
Print Name and Title
Date

Employee Signature
Print Name and Title
Date