



Name

Last Work Day

# SEPARATING EMPLOYEES

*Initials/Date*

## Division - Items to Collect from Employee

- Employee ID - send to Fiscal Office
- Parking Building Access Card or Parking Pass/Decal - send to Fiscal Office
- Laptop & Laptop case or other mobile device (tablet) - send to LASD
- Additional computer equipment (docking station, mouse, keyboard, desktop, printer, etc.) notify LASD to pickup items
- Additional Office Supplies/Equipment
- Office Keys
- Bldg Access Card/Key Fob - send to Fiscal Office
- Computer Password - notify LASD immediately upon departure to reset or at a specific date/time
- Resignation/Termination Letter
- Verify all Leave is entered and approved in system

## Fiscal Office - Documentation from Employee

- PEIA Insurance Termination Form
- Mountaineer Flex Termination Form
- CPRB Termination Form (if leaving state service)

## Processing by LASD

- Change access passwords until ID termination has been authorized
- Email Account Termination
- Network Access Termination (including removal of Application ID's)
- Pickup Equipment as needed

## Processing by Public Information

- Remove employee from website

## Processing by Fiscal Office

- WVFIMS deactivation
- myApps deactivation
- wvOASIS deactivation
- EPICS deactivation
- Annual & Sick Leave accounts deactivated
- Increment Payout Calculation\*
- Annual Leave Payout Calculation\*
- Final Pay Posted in Payroll Changes Log\*
- Termination notation posted in Payroll Changes Log\*
- Personnel File moved to Inactive Cabinet
- wvOASIS HRM termination\*