Washington State Liquor Control Board

Employee Separation Checklist

§Checklist applies to all employee separations, including voluntary, involuntary termination and retirement.
§Division lead support person or designee has responsibility for initiating and completing form.

Employee _____ Separation Date _____ Location _____

Division _____ Dept _____ Position Title _____

Human Resources Related Tasks

Separation Notice (acquire and provide information to HR upon notification)

☐ **Resignation**   ☐ **Layoff**   ☐ **Retirement** (See Retirement Checklist (S:/Shared/Lead Support)
☐ **Transfer to another state agency** (Notify HR to ensure records processing is completed)
☐ **Other**
☐ **PAR form** – (Complete prior to separation and send to HR. Attach resignation letter and/or email for all permanent employees.)

Divisional/Other Tasks

On last day of work collect:

☐ **Building Picture ID/Access Card Key**

☐ **Office, desk, and file drawer keys**

☐ **Parking Sticker**

☐ **Star Pass** (bus pass)

☐ **Travel (Credit) Cards**

☐ **LCB Equipment including:**
   § ☐ **Computer (laptop)**
   § ☐ **Cell phone**
   § ☐ **Pager**
   § ☐ **Scan cards**
   § ☐ **Other _____**

☐ **Complete ITS Order Form to cancel computer password, phone, scan number and removal from distribution lists**

☐ **Cancel Signature/Spending Authority** (if applicable)

☐ **Change Safe Combination** (if applicable)

☐ **Other** (division specific checklists) _____

_____

Division

☐ **Complete Exit Interview**

☐ **Other** _____

Completed by _____   *Date* _____

Employee's signature _____   *Date* _____

Original – Human Resources cc: Division and Employee