

## Separated Employee Checklist

### Department of Human Resources (DOHR) – Quality Assurance & Records Management Division

Organize separated employee files in the order below and place a checkmark beside each item in the folder.

Sign, date, and file this form in the front of the separation file before sending it to DOHR.

NAME \_\_\_\_\_ SS# \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_

*	Separation Notice	<b>AGENCY-SPECIFIC DOCUMENTS LISTED BELOW ARE INCLUDED IN THE FILE.</b>
*	Letter of Dismissal or Resignation	
*	Leave Balance Record & Payable Time Detail (leave for separation and C-7's)	
<b>All documents in this section should be merged in reverse chronological order.</b> The 201s, DIRs, and JCRs with supporting documents for hiring, salary, Board of Claims leave form, accident report (excluding medical documents), special leave, maternity, military, FMLA, and LWOP (excluding medical records), and disciplinary actions such as suspension letters or written warnings.		
Application/Resume (each job held before Peoplesoft)		
Proof of Education/Training Records and Certificates (GED, diploma, transcript/training summary)		
Military Record (DD-214, disability letter)		
Social Security Card / Driver's License		
Employment Policies both State and Agency (only signature page)		
Life Insurance Beneficiary Form		
Beneficiary Form (of any kind)		
Retirement Form (enrollment)		
Old Cardex File Cards		
<b>DOCS IN EPAF DO NOT NEED TO BE PLACED IN THE SEPARATION FILE. THE BELOW DOCUMENTS SHOULD BE SENT WHEN THE SEPARATED EMPLOYEE IS PRE-EDISON (9-1-2008), AND THE DOCUMENTS LISTED BELOW ARE THE ONLY KNOWN COPY.</b>		
W-4 Form		
Health Insurance Card or Form (Pre-Edison)		
Dependent Listing Card or Insurance Form		

**NOTE:**  
 Please make sure only to provide one copy of each document. Discard duplicates. Do not send DOHR any liens, employee I-9s, performance management documents, garnishments, or child support orders unless they pertain to the employee's wages. Child support orders associated with health insurance will be returned to the agency, as this information is maintained in the benefits administration. Please remove the agency-specific separation checklist.

**QUESTIONS: 615-741-5595**

FILE CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DOHR USE ONLY:** AUDITED BY: \_\_\_\_\_ DATE \_\_\_\_\_