

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	AGENCY-SPECIFIC DOCUMENTS LISTED BELOW ARE INCLUDED IN THE FILE.
*	Letter of Dismissal or Resignation	
*	Leave Balance Record & Payable Time Detail (leave for separation and C-7's)	
	<p style="color: red; margin: 0;">All documents in this section should be merged in reverse chronological order. 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.</p>	
	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)	<p>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.</p> <p>QUESTIONS: 615-741-5595</p>
	Life Insurance Beneficiary Form	
	Beneficiary Form (of any kind)	
	Retirement Form (enrollment)	
	Old Cardex File Cards	
	<p style="color: red; margin: 0;">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.</p>	
	W-4 Form	
	Health Insurance Card or Form (Pre-Edison)	
	Dependent Listing Card or Insurance Form	

FILE CHECKED BY _____ DATE _____

DOHR USE ONLY: AUDITED BY: _____ DATE _____