Information/Checklist for Employees Transferring Between Departments

___ Notify your supervisor and the LARA Office of Human Resources (OHR) as soon as possible of your last day of work. OHR must also be advised of which department/agency you are transferring to. The telephone number for the OHR is 517-373-4769.

___ Sign and return to your bureau liaison the departure forms (CS-301 & C-636) which will be provided to you by your bureau liaison or supervisor.

___ Return all state property (including keys) to your supervisor.

___ If you have been provided with special equipment as the result of a reasonable accommodation request or ergonomic assessment, you may take those items with you to your new agency. Please send an e-mail notification to Amanda Satkowski, Reasonable Accommodation Coordinator.

___ Update your outgoing telephone and e-mail messages to direct callers to new contact person.

___ Submit your time for final pay period of work.

___ Complete on-line exit survey. (optional)

___ If you park in a state lot and need to cancel parking or make arrangements to park in a different lot, contact the DTMB Parking Office on the first floor of the Hannah Building.

___ If you are enrolled in a Qualified Parking Spending Account that you wish to change or discontinue because you need to change your parking designation, contact the Employee Benefits Division at (517) 373-7977 or (800) 505-5011 for further direction.

___ Per Civil Service Regulation 5.09, you may transfer up to 80.0 hours of annual leave to your new agency. Additional hours may be transferred with the approval of your new appointing authority (HR Office). If you obtain approval to transfer more than 80.0 hours, you must advise LARA OHR prior to your departure to ensure that payment is not processed for all annual leave hours in excess of 80.0. OHR can also be reached at 517-373-4769.

___ All sick leave, banked leave (BLT), and deferred hours will automatically transfer to your new agency.

___ Contact your bureau liaison to see if there any additional bureau requirements.