C-636
(Rev. 03/2020)

# EMPLOYEE / CONTRACTOR DEPARTURE CHECKLIST
## Michigan Department of Licensing and Regulatory Affairs

**Instructions**: Prior to departure, complete all information, obtain necessary signatures, and distribute as noted in instructions on page 2.

**1. Reason for Departure**

☐ Leaving State Government      ☐ Transferring to Another State Department      ☐ Transferring to another area in LARA

**2. Name** *(Please Print):*

**3.** Employee ID Number:

**4.** Departure Date:

**5.** Office / Division / Section / Unit:

| ASSETS | IT SECURITY |
|---|---|

### ASSETS

☐ Laptop, supporting equipment, and cords

☐ Desktop computer, supporting equipment, and cords

☐ Desk phone (to delete or reassign as needed)

☐ Collect wireless Internet/remote access devices (SecurID tokens/cards)

☐ Collect equipment and portable devices (i.e., phones, tablets, USB drives, external hard drives, tools, equipment, radios, manuals, calculators, etc.)

☐ Remove computer workstation components that have been deployed for telecommuting assignments

☐ Transfer computer workstation ownership to supervisor by running PDI scan on departing employee's workstation(s) using a Custodial I.D. Click the URL below for instructions:

http://assets.state.mi.us/itam/Documents/PDI_Workstation_Rescan_Instructions_040506.DOC

☐ Delete Network & System Access by completing an Active Directory request via MiID -*submitted by bureau IT liaisons*

☐ Ergonomic/Accommodation Equipment (if separating from State).

### IT SECURITY

☐ Outlook          ☐ Distribution Database

☐ MIDB/BO          ☐ SIGMA
☐ SIGMA ESS        ☐ RACF

☐ MAP              ☐ Other

**Travel Advance – Contact Finance immediately upon notice of departure at (517) 241-1040 or (517) 335-3782**

☐ Employee does not have an outstanding travel advance.

☐ Employee has an outstanding travel advance in the amount of: $_____

On this date _____, the Supervisor/Liaison _____ verified the above travel advance information with the following staff person in Finance / Accounts Payable

_____

| FACILITY SECURITY | COLLECT PASSWORDS |
|---|---|

### FACILITY SECURITY

☐ Return State of Michigan ID / Parking Key DTMB Parking Office
☐ Return Building After Hour Access Card to DTMB Parking Office
☐ Collect building access cards and/or door, cabinet, cubicle keys

☐ Delete all facility access – *The personnel liaison will remove access using the MiCARP application through the MiLogin.*

☐ Other

### COLLECT PASSWORDS

☐ Network / Computer      ☐ Screen Saver
☐ Outlook                 ☐ Voicemail
☐ Bureau Specific Databases    ☐ Smart Device (to wipe or reassign)
☐ Other

| EMPLOYEE EXIT QUESTIONNAIRE | OTHER |
|---|---|

### EMPLOYEE EXIT QUESTIONNAIRE

☐ Exit interview link provided to employee: Exit Interview
☐ Employee Departure Report Form *(Complete CS-301)*

*Return completed CS-301 to fax #: 517-284-9953 or mail to:*

*LARA OHR*

*611 W. Ottawa, 4th fl*

*Lansing, MI 48933*

### OTHER

☐ Phone Calling Cards
☐ Procurement Card (including card used for Hotels)
☐ State Vehicle Credit Card
☐ State Vehicle Keys
☐ State Vehicle Log
☐ Remove from Telephone Directory
☐ Enter final hours in SIGMA ESS
☐ Remove from BYOD
☐ Cancel Stipend

**I hereby acknowledge the return / completion of the items listed above.**

Employee Signature                                        Date

Supervisor Signature                                      Date

**Instructions for Completing Employee Departure Checklist**

- Complete entire form indicated.

- Supervisor or bureau liaison must contact the Finance Office to verify whether the departing employee has an outstanding travel advance and to obtain the dollar amount of the advance.  The name of the Finance staff member's name must be indicated on the form.  If there is an outstanding travel advance, you <u>must</u> fax this form to the Finance Office as soon as possible so that the travel advance is taken from the employee's final pay check.  Do <u>not</u> wait to fax the copy to Finance while waiting on other information for the form.

- Check all boxes where equipment was issued.  If bureau specific items were issued, list them on a separate sheet of paper, if necessary.  If any issued item was not returned, indicate "what and why" on the separate sheet also.  Provide statewide exit interview link to employee.  The CS-301 Employee Departure Report form must be completed and sent to OHR for all employees leaving LARA; obtain employee signature whenever possible.

- Collect all cards / permits issued to employee.  Check the items received.

- Collecting the employee's passwords can assist you in changing voice mail and e-mail messages to provide notification of the employee's departure and provide new contact information for callers.  Timekeeping access will be terminated upon receipt of the CS-301 Employee Departure form by OHR.  If the employee has MIDB/BO access, you must notify the Finance Office of the employee's departure so that access is removed.  You must contact your IT Liaison to inactivate network/computer security access and secure access.  The agency must remove access to agency specific programs.

- Both supervisor (or liaison) and departing employee must sign this form to certify that all issued items have been returned to the State of Michigan.  The supervisor/liaison should maintain the original form in their files for future reference.  A copy must be mailed, e-mailed, or faxed to OHR (517-284-9953) along with the CS-301 Employee Departure Report for inclusion in the employee's personnel file.