

Employee Separation Cover

Employee Name: _____ Last 4 of Social: _____

Facility: _____

Title (ex. COI): _____ Position #: _____

Last Known Address: _____

Phone Number: _____

Email Address (Not WV.Gov): _____

Employee Status:

(please check one)

☐	Temp	☐	Permanent
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Has an Email Deprovision form been processed?	Yes	No
If no, who should receive access to the separating employee's email & mydrives?		

Type of Separation:

☐	Resignation
☐	Dismissal for Job Abandonment
☐	Dismissal
☐	Retirement
☐	Death
☐	Transfer - Agency Transferring To: _____

Is employee receiving Severance Pay _____

Reason for Resignation / Dismissal: _____

Last Day Worked:	
Last Day Paid (if paid leave after LDW):	
Annual Leave Balance	
Sick Leave Balance	
Holiday Leave Balance	

Required Documents to send to DASSubmit this Cover sheet along with the documents listed below to the [DAS HR Request form](#)

☐	Resignation letter and/or incident report or Dismissal Letter.
☐	If Retiring : Please provide employee's notice of retirement; this should include their intentions for their annual leave: if they want it paid out or if they intend to use it towards tenure with the Retirement Board or extended insurance- if applicable. Please also advise if they plan to keep life and health insurance as a Retiree through PEIA and FBMC
☐	Final Kronos Timecard (schedule must be on timecard for DOP to approve; can be hand-written if needed if timecard has already been signed off on)
☐	Acceptance Letter from Superintendent (optional)

HR Manager or Designee Signature_____
Date