

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
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	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 Is employee receiving Severance Pay _____
	Retirement
	Death
	Transfer - Agency Transferring To: _____

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 DAS

Submit 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