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| --- | --- | --- | --- |
| **EMPLOYEE NAME:** |  | **EFFECTIVE DATE:** |  |
| **EMPLOYEE ID#:** |  | **Nature of Separation:** | **[ ]  Termination****[ ]  TRANSFER** |
| **aGENCY#:** |  | **HOME ORG#:** |  |
| **Action Required:** | **Date** |
| **Requested** | **Completed** |
| Collect *RESIGNATION FROM STATE SERVICE OR NOTICE OF TRANSFER TO ANOTHER AGENCY* form (NPD-45) [http://hr.nv.gov/Sections/AgencyHR/Documents,\_Forms\_and\_Resources/](http://hr.nv.gov/Sections/AgencyHR/Documents%2C_Forms_and_Resources/) |  |  |
| Notify AGENCY HR SERVICES @ agencyhr@admin.nv.gov |  |  |
| Building Security Card – Collect PIV card. Notify partition administrator to delete employee’s access and send PIV card to partition administrator. |  |  |
| Collect employee’s procurement, travel, and gasoline cards along with badge and State ID |  |  |
| Collect office, desk, mailbox, filing cabinet, and State vehicle keys |  |  |
| Collect and inventory equipment (laptop, headset, mobile devices, etc.) and other items issued to employee |  |  |
| Have employee complete online Exit Survey<http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Forms/Separations/HRMEMO76-152016ExitSurveyFinal.pdf> |  |  |
| Submit Final Timesheet |  |  |
| Notify appointing authority of employee’s transfer/termination date |  |  |
| Update resource/staff directory list on department/division’s website |  |  |
| Notify Safety Committee Representative to update evacuation plan |  |  |
| Unsubscribe employee from LISTSERV’s  |  |  |
| **Submit to Enterprise IT Services using the Employee Offboarding Form**<http://hr.intra.nv.gov/Forms/Forms/>**:** | **Date** |
| **Help Desk Ticket#** | **Requested** | **Completed** |
| Delete employee’s email address through the ITSM system or by emailing eitshelp@admin.nv.gov |  |  |  |
| Remove employee from email groups  |  |  |  |
| Request to designate telephone as “vacant”, division name, or unit/section name  |  |  |  |
| Submit request to EITS to delete employee’s “network access”  |  |  |  |
| Cancel VPN |  |  |  |
| Cancel Mobile Device agreement  |  |  |  |
| Remove Ektron (website modification) access |  |  |  |

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| **Remove** **Access to systems and Terminate Security Agreements (as needed) to** hrhelpdesk@admin.nv.gov  | **Date** |
| **Requested** | **Completed** |
| Nevada Employee Action and Timekeeping System (NEATS), ADVANTAGE™-HR, HR Data Warehouse (HRDW)<http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA002NEATSADVHRHRDWagreement.pdf> |  |  |
| Online Recruitment System[http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA-004RecruitmentandClassificationAgreement(2).pdf](http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA-004RecruitmentandClassificationAgreement%282%29.pdf) |  |  |
| Incident Tracking<http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA-003IncidentTrackingAgreement.pdf> |  |  |
| **Remove** **Access to other systems** | **Date** |
| **Requested** | **Completed** |
| SWABIZ sign-on: Notify agency travel or fiscal staff |  |  |
| eMarket Center (NASPO Value Point eMarket Center): Notify agency fiscal staff |  |  |
| NEBS – Notify Governor’s Finance Office |  |  |
| DAWN – Notify Controller’s Office |  |  |
| ASD Business Site – Notify ASD |  |  |
| **Other:** | **Date** |
| **Requested** | **Completed** |
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Print Supervisor Name Supervisor Signature Date

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Print Manager Name Manager Signature Date