|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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/> | | | | | | |  |  |
| Notify AGENCY HR SERVICES @ [agencyhr@admin.nv.gov](mailto: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](mailto: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](mailto: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> |  |  |
| 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