

### Laboratory Separating Employee Checklist

|             |  |                |  |
|-------------|--|----------------|--|
| <b>Name</b> |  | <b>Section</b> |  |
|-------------|--|----------------|--|

| Subject/Task   | Completed | Date |
|--|-----------|------|
| <b>Laboratory Building Access:</b>                                     |           |      |
| The following items have been returned:                                |           |      |
| Badge  |           |      |
| Keys   |           |      |
| <b>Forensic Advantage:</b>   |           |      |
| All evidence has been transferred from personal custody                |           |      |
| Employee's FA access has been terminated                               |           |      |
| <b>IT:</b>   |           |      |
| Contact IT Customer Support Center for Removal of:                     |           |      |
| Employee's Computer/Network ID and Password                            |           |      |
| E-Mail/E-Mail Groups IT Customer Support Center                        |           |      |
| NCID & Password Contact IT Customer Support Center                     |           |      |
| <b>HR:</b>   |           |      |
| Resignation Letter to Human Resources                                  |           |      |
| Supervisor must approve employees timesheets                           |           |      |
| Performance Appraisal Summary Completed or Transfer Form 151 Completed |           |      |
| Verify employee's mailing address (for W-2)                            |           |      |
| <b>Other:</b>  |           |      |
| Laptop Returned  |           |      |
| Memo prepared notifying the DA's office of separation                  |           |      |
| Employee:  |           |      |
| Supervisor:  |           |      |