



Louisiana Department of Energy and Natural Resources
EMPLOYEE EXIT CHECKLIST

SUPERVISORS: Please place a check in the appropriate box for **ALL** questions below:

1. TIME ADMINISTRATION:

Have all of the employee's previous time statements been certified by both the ☐ Yes ☐ No employee and supervisor in CATS?

REMINDER (in accordance with HR Policy No. 2):

When certifying the current time statement for the pay period in which the employee separates, the supervisor must add information in the Approver Notes that the "Employee was unable to certify due to separation."

2. SEPARATION FORM:

Has an Employee Separation Notice been completed/submitted to Human ☐ Yes ☐ No Resources?

3. PROPERTY CONTROL / RETURN:

- Has the Employee I.D./Access Card been returned to Human Resources? ☐ Yes ☐ No
- Has the employee been previously issued any office keys? ☐ Yes ☐ No
 - If yes:
 - Have the keys been returned to the supervisor? ☐ Yes ☐ No
 - Has a Key Assignment form been submitted to Human Resources to document the return of the keys? ☐ Yes ☐ No ☐ N/A
- Does the employee have any property personally-assigned home storage equipment (i.e., laptop, vehicle, trailer, etc.)? ☐ Yes ☐ No ☐ N/A
 - If yes:
 - Has the property been returned to the supervisor? ☐ Yes ☐ No
 - Has [Administrative Services](#) been notified? ☐ Yes ☐ No ☐ N/A
- Does the employee have a Department-issued cell phone? ☐ Yes ☐ No ☐ N/A

4. PURCHASING:

Does the employee have a P-card and/or CBA account? ☐ Yes ☐ No

If yes:

- Has the card(s) been returned to the supervisor? ☐ Yes ☐ No ☐ N/A
- Has the P-Card Administrator (DNR-adminservices@la.gov) been notified? ☐ Yes ☐ No ☐ N/A
- Have all transactions been uploaded and approved in the WORKS system? ☐ Yes ☐ No ☐ N/A

5. FUEL TRAC:

Does the employee have a FuelTrac PIN? ☐ Yes ☐ No

If yes:

- Has deactivation of the PIN been requested from Administrative Services? ☐ Yes ☐ No ☐ N/A

6. CRISIS LEAVE:

Would the employee like to donate any annual leave to the Crisis Leave Pool? If so, they should complete a leave slip with the number of hours and "Crisis Leave Pool" in the comments. ☐ Yes ☐ No ☐ N/A

**The employee will receive his/her final paycheck by direct deposit on the regularly scheduled payday.*

Employee's Signature

Supervisor's Signature

Date

Date

Submit completed and signed checklist to Human Resources or click the SUBMIT button.

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