

West Virginia Department of Transportation
Departing Employee Check Sheet

Employee Name: _____	Job Title: _____
Organization #: _____	Agency: _____ OASIS ID#: _____

To be completed by the immediate supervisor or the payroll/personnel coordinator of the departing employee's organization.

Transfer possession, if applicable, of:

Employee identification Card

Building access card

Agency issued purchasing credit card

Agency issued travel credit card

Agency issued fuel card

Parking lot access card and/or parking permit

All DOT issued electronic equipment (cameras, laptops, pagers, cell phones, toll transponder, etc.)

All DOT field construction/maintenance equipment (tapes, rolometers, hand tools, etc.)

All DOT Property access keys (building, equipment, automobile, etc.)

All other state agency issued identification cards that may be issued such as State Treasurer credential or Surplus Property credential.

Uniform

Enforce security protocol, if applicable, by:

Revocation of wvOASIS access (includes: HRM/TIMEI, Financials, HUB and, Business Intelligence Reporting modules; ESS will still be available; employee should change to a personal email)

Revocation of HUB access (Complete Hub User Request Form - Programming Division)

Revocation of network access - [Network Deprovision Form](#) (Complete for all employees with a computer)

Revocation of REMIS access (Complete and process Form [DOT-357](#), if needed)

Purge confidential information from employee's computer hard drive

Email the Exit Survey link and request employee complete on-line [Exit Survey](#). If no computer access, provide for [RL-507](#) and employee can mail (or interdepartmental) paper copy to Human Resources Division

Submit all relevant separation paperwork to HR (Benefits, GL-5, etc.)

To the best of my knowledge, I have returned all DOT Property in my possession.

Employee's Signature: _____ Date: _____

To the best of my knowledge, I have returned all DOT Property in my possession.

Supervisor's Signature: _____ Date: _____

Please return form to your org. HR personnel