

**SECTION 1 – COMPLETED BY ATTENDANCE CLERK**

Complete checklist and return package to OHR AT LEAST FIVE (5) working days prior to separation date.

EMPLOYEE’S LAST NAME	FIRST NAME	M.I.	ABMS #	AGENCY	UNIT
SEPARATION TYPE			SEPARATION DATE		

**Check each applicable item as you complete it and attach required documents.**

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|--|---|
| ABMS SEPARATION ALERT<br>(Required for all separations, retirements, and transfers)    | STATEMENT OF ECONOMIC INTEREST (FORM 700)<br>(If applicable)  |
| SEPARATION CLEARANCE CHECKLIST DGS OHR 11<br>(Required for all Boards and Commissions) | LUMP SUM DEFERRAL (DC 3949)   |
| PAL OR TIMECARD (STD. 634)<br>(Approve PAL first before separating in ABMS)            | SEPARATION/DISPOSITION OF PERS BENEFITS (STD. 687)<br>(Required for permanent separations, excluding retirements) |
| EMPLOYEE ACTION REQUEST (STD. 686)   | PST RETIREMENT BENEFIT PAYMENT APPLICATION (STD. 951)   |
| DENTAL (STD. 692) / VSP (CaHR695) / COBRA (HBD 85)                                     | (Required for permanent separations of eligible employees)  |

**SECTION 2 – PERSONNEL USE ONLY**

SEPARATION	COMPLETED	TRANSFER	COMPLETED
1. Separation Document Checklist		1. Separation Document Checklist	
2. Separation Doc. Checklist to Fi\$cal/DGS OHR 11. B&C only contracted Fi\$cal ( <i>Copy in OPF</i> )		2. LAS History Printed ( <i>Copy in Separated OPF</i> )	
3. Document Your 672		3. Leave Reconciliation Completed	
4. LAS History Printed ( <i>Copy in OPF</i> )		4. PAL/Leave Card Completed and Approved	
5. Leave Reconciliation Completed		5. AR Completed/Faxed	
6. Employee Purged from LAS		6. 612 Completed ( <i>Copy in Separated OPF</i> )	
7. Direct Deposit Cancelled		7. Document Your 672	
8. PAL/Leave Card Completed and Approved		8. Employee Purged from LAS ( <i>If applicable</i> )	
9. Retirement Notification (PERS 197)( <i>If applicable</i> )		9. Emergency Information ( <i>Copy in Separated OPF</i> )	
10. PAR Completed/Keyed		10. Current Application ( <i>Copy in Separated OPF</i> )	
11. EAR Completed		11. A/R Satisfied – Ongoing Forwarded	
12. Final Pay Received		12. Revolving Fund Cleared	
13. Salary Advance Request ( <i>If applicable</i> )		13. Final Pay Released	
14. ABMS Separation Report Ran		14. Statement of Economic Interest (Form 700)( <i>If applicable</i> )	
15. Revolving Fund/Accounts Receivable Cleared		15. I-9 Original to Gaining Agency ( <i>Retain Copy in Separation OPF</i> )	
16. Final Pay Released		16. Retirement Notification for Certificates/Letter from Director	
17. Check Turnaround in ABMS/Complete PSN Vacancy Date in ABMS		17. Notice of Interrupted Levy/Garnishments Forwarded	
18. Statement of Economic Interest (Form 700) ( <i>If applicable</i> )		18. OPF Purged and Placed in Inactive ( <i>With the exception of in house transfers</i> )	
19. Dental (STD. 692) to PERS Retirement		19. OPF/PAR & STD 612 Mailed	
20. COBRA / Retiree Vision or Premier Plan			
21. OPF Purged and Placed Inactive			
22. Key ACA Status Code Canceling Health Coverage			