

# State of Missouri Employees Separation Check List Instructions

- \* The Employee Separation Check List is to be completed for all separating or transferring employees.
- \* The form is designed to be made a part of the employee's departmental personnel file to record property when it is issued to the employee.
- \* When the employee separates from the State of Missouri or transfers from a department, the form can be copied and sent to the employee showing the items issued to him or her.
- \* It can also be used by the individual conducting the exit conference to record the property when it is returned and also as a guide to be sure that all of the necessary steps have been taken to process the individual's separation correctly.
- \* For a separating employee the form will be maintained in the individual's file in the Personnel Office and for transferring employees the form can be forwarded to the department to which the individual is transferring for that department's use in maintaining a record of property issued to the employee.