



SEPARATION FORM

Employee Name:		Separation Date:	
Agency:		Last Day Worked:	
Department:		Paid Through:	
Worked In State:		PTO Pay Out:	

REASON FOR SEPERATION

<input type="checkbox"/> Voluntary – Select Reason Below	<input type="checkbox"/> Involuntary – Select Reason Below
<input type="checkbox"/> Abandoned Job	<input type="checkbox"/> Attendance
<input type="checkbox"/> Advancement	<input type="checkbox"/> Deceased
<input type="checkbox"/> Compensation	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Internship	<input type="checkbox"/> Lay Off
<input type="checkbox"/> Management	<input type="checkbox"/> Misconduct
<input type="checkbox"/> Mutual Agreement	<input type="checkbox"/> Performance
<input type="checkbox"/> Personal	<input type="checkbox"/> Probation Period
<input type="checkbox"/> Resignation	<input type="checkbox"/> Reduction in Force
<input type="checkbox"/> Retirement	<input type="checkbox"/> Reorganization

Eligible for Rehire? Yes No

KAP HR to Perform Exit Interview? Yes No

Severance? Yes No Pending

Final Expense Report Needed? Yes No

KAP HR Approval:



Agency Separation Checklist: For Information Only- Does not need to be completed.

- Complete Separation Form**
- In cases of Involuntary Termination, notify KAP HR and Payroll Immediately**
- Transmit Separation Form to KAP HR Operations and Payroll email addresses**
- Remove any Agency Level System or IT Access**
- Recover All Agency Property (Laptop, Key Fob, Cell Phone, etc)**
- Submit and Approve any Final NetSuite Expense Reports**
- If the Separated Employee Supervised Direct Reports, provide Interim Supervisor to HR/Payroll:**
- If the Separated Employee Approved Timecards for Direct Reports, provide Interim Time Card Approvers to HR/Payroll:**

HR Separation Checklist:

- Process Termination in ADP WorkForce Now in accordance with Termination Workflow**
- Benefits End Date**
- Terminate Medical/Vision/Dental Insurance**
- Provide PTO payout Balance in Hours to Payroll, if applicable**
- Communicate the Termination information to KAP Payroll for processing of Final Payroll**
- PTO Payout Hours: _____**

Payroll Separation Checklist

- Upon receipt of Agency Separation Communication, check for State Specific Final Pay Rules**
- If required, run an Off-Cycle Payroll for Final Pay**
- Determine any final pay clawback (advance, etc)**
- Verify PTO Payout balance**
- Verify employee is termed in ADP WorkForce Now**
- Process Final Payroll**