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Subject: Checklist for Leaving the Office

For staff who are leaving the office, please take note of the following checklist.

Checklist for Leaving the Office

1. **Submit your Annual Leave from the holidays into SCEIS.**
2. **Prepare all of your records for Archives**—For questions about which emails and documents need to be archived, ask Richele.
3. **Coordinate closing out IQ**—Decide which topics in your IQ should be closed out or reassigned to another staffer, then tell Jim Casserly, Ombudsman, at 803-201-5218 (cell) or james.casserly@admin.sc.gov.
4. **Clean out your desk, shelves, and filing cabinets**—Office supplies may be left in or on the desk.
5. **Turn in the following items**—Place the items in a manila envelope with your name on the outside, and turn them into the Legal Office (there is a stack of small manila envelopes on our book shelf for you to use).
 - a. Key to the office;
 - b. Statehouse parking tag;
 - c. Statehouse ID badge (if you would like to keep your ID badge, then it will first need to be deactivated by BPS).
6. **Turn in your state cell phone and laptop computer to IT**—Decide whether you want your email account forwarded to another staff member or set to receive an “out of office” message, then tell Jim Ramsey, DOA IT, at 734-4511 (office), 803-239-8092 (cell), james.ramsey@admin.sc.gov. After you turn in your cell phone and laptop to Jim, IT will wipe all of its contents. If you would like to monitor the process, then you may request to do so.

- 7. Ask questions about pay or insurance**—Call Dottie Blankenship, DOA HR, at 737-0560 (office) or 803-206-7246 (cell), or Cynthia Gore, Asst. HR, at 737-0532 (work) or 803-315-7780 (cell). Below is general information you may find helpful.
- a. Additional paychecks: Depending on when your last day is during the pay period, you could receive two additional paychecks after your last day of work with the final paycheck prorated. For example, if your last day is January 20th, you will receive a full paycheck on Feb. 1st and a smaller, prorated paycheck on Feb. 15th.
 - b. Annual Leave Payout: Payout for annual leave will be included as a lump sum with your last paycheck.
 - c. Health Insurance: Coverage lasts through the last day of the month in which you leave.

If you have any other questions, please let Swati, Richele, or me know. Thank you.