

SEPARATION CHECKLIST✓

Employee Name	Effective Date of Separation	Employee ID
Position Number	Agency/Unit Number	

SEPARATION INFORMATION

		Exit Clearance
	STD 687	Separation Employee Action Request (Not needed for retirement)
	STD 687	Key Separation Employee Action Request (if applicable)
		Final Timesheet
		Post leave records
		Reconcile leave balances
		Complete lump sum worksheet
		Post position card with lump sum paid through date
	Form 672	Post attendance (if applicable)
	STD 680A	Key Personnel Action Request (PAR)
	CalHR 767	COBRA notification (for all separations)
	STD 692	Dental enrollment form (administrative document) (send to CalPERS)
	STD 699	Cancel Direct Deposit
		Conflict of Interest Statement (if applicable)
		Make arrangements for final warrant
		Prepare OPF for closed files (if applicable)
		Process Special Pays (if applicable)

Personnel Specialist

Date