

EMPLOYEE EXIT CHECKLIST, UNIFIED SCHOOL DISTRICT 362

Employee Name: _____ Date: _____

Initials (Principal/Administrator/District office staff - Please initial any item that you receive or give to the employee)

- 1 Resignation: Employee must present, in writing, a statement of resignation and/or retirement.
2 Returned USD 362 Keys, gas cards, security card, cell phone, iPad etc: Employee returned the following items to:
3 KPERS Retirement Packet: Complete all applicable forms and return to District Office
4 KPERS Retirement Information: For your information, you will receive a 'Retirement Options' flyer.
5 KPERS Leaving Employment Information: For your information, you will receive a 'Leaving Employment and Your Retirement System Benefits' flyer.
6 KPERS 13 Withdrawal of Contributions Form: Use this form and return to USD 362 if you wish to withdraw your KPERS contributions.
7 KPERS Group Life Insurance Conversion Forms: Employee must complete and return form to KPERS if converting to a private policy.
8 Continuing Health Insurance Coverage Notice and COBRA rates: Employee is provided with current law notifications and rates only if currently enrolled in the group health plan.
9 Health Insurance Retiree Option: I am retiring and wish to continue on district's group health insurance until age 65.
10 HCRA/DCRA Medical Reimbursement Accounts: Does employee participate in HCRA DCRA
11 Benefit Continuation: District office will notify the benefit vendors below of employment termination:
12 Direct Deposit: Indicate the stop date for processing direct deposit:
13 W-2 Address: Address where W-2 and future correspondence will be mailed:
14 Email Address:

Employee Signature

Date

District Office

Last day worked: _____ KPERS final day on payroll, if different: _____

Clear payroll info in Skyward _____ Enter End date in KPERS _____

Pull file, mark with end date, file in inactive files. _____

Revised 5/18/2015