

## Diocese of Sacramento SEPARATION CHECKLIST

When an employee leaves employment of the Diocese, the following items need to be reviewed and/or completed. The employee and supervisor sign and date this checklist, whenever possible.

\_\_\_\_\_  
**Employee's Name** *(Please Print)*

Please enter the date of each action taken below. If not applicable, enter *N/A*.

<b>DATE</b>	<b>ACTION</b>
_____	Personnel Transaction: Termination (PT 200/650) completed and signed
_____	Personnel Transaction: Reason For Separation (PT 651) completed and signed.
_____	Provide Summary of Continuation of Benefits (PT 652) to benefit eligible Employees only.
_____	Provide Pension Plan Benefit Distribution Process (SACL 200) to benefit eligible employees only.
_____	Keys/ card returned
_____	Password - computer/e-mail
_____	Password - telephone/voicemail
_____	Credit card returned, if applicable
_____	Personal items removed
_____	DE 2320 - For Your Benefit - California Programs for the Unemployed
_____	W-2 address: _____ <div style="margin-left: 100px;">Street</div> <div style="margin-left: 100px;">_____</div> <div style="margin-left: 100px;">City</div> <div style="margin-left: 300px;">State</div> <div style="margin-left: 300px;">Zip</div>
_____	Final check, including unused, accrued vacation pay

Employee's Signature	Date	Supervisor's/Delegate's Signature	Date
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**OFFICE ONLY:**

Original of PT 200/650 and PT 651 sent to Human Resources / Office of Lay Personnel  
PT690 (02/09)