



MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES, & PARKS

SAM POLLES, Ph. D
Executive Director

TERMINATION ROUTING (REVISED September 2020)

The supervisor and employee are responsible for the completion of this form BEFORE payroll deadline.

Employee Name (Please Print)	Termination Effective Date
Responsible Supervisor (Please Print)	Responsible Supervisor's Signature

	DATE	ACTION PERFORMED	Department	Signature
1		Supervisor has initiated Request for Personnel Action Form.	Supervisor	
2		Supervisor has initiated Request for Personnel Action Form.	Supervisor	
3		Notified HR-Benefits of personnel action prior to effective date.	HR-Benefits	
4		Notified Payroll of termination prior to effective date.	Payroll	
5		Returned Agency Credit Card to Purchasing prior to effective date.	Purchasing	
6		Completed Property Transaction form prior to effective date.	Property	
7		Returned Fuel Credit Card(s) to Fleet Services prior to effective date.	Fleet Services	
8		Notified MIS (TPX User ID, Network User ID, Long Distance Access Number, Calling Card, E-Mail and Pager) prior too effective date. *Auth Code: _____	MIS	
9		iSynergy Login / Access	MIS	
10		Notified of Termination (SAAS & Merlin authority) prior to effective date.	Accounting	
11		Notified of Termination (Exit Interview) prior to effective date.	Training Coordinator	
12		Returned Building Access Card and/or Building Key prior to effective date.	MIS	
13		Completed Request for Personnel Action form received in HR-Personnel Division prior to effective date.	HR-Personnel	