



# Mississippi Department of Wildlife, Fisheries, and Parks

## TERMINATION ROUTING

The supervisor and employee are responsible for the completion of this form **PRIOR** to the effective date and **BEFORE** the payroll deadline.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Termination Effective Date

\_\_\_\_\_  
Responsible Supervisor (Please Print)

\_\_\_\_\_  
Responsible Supervisor's Signature

DATE	ACTION PERFORMED	Department	Signature
	Supervisor initiated a Request for Personnel Action Form	Supervisor	
	Returned all Agency affiliated Keys, Codes, Locks, etc.	Supervisor	
	Uniform Allowance Balance Due \$ <i>* Only applicable for Law Enforcement</i>	Supervisor	
	Notified Accounting of Termination (MAGIC & Agency CC)	Accounting	
	Completed Property Transaction Form	Asset Management	
	Returned Fuel Credit Card(s) to Fleet Services	Fleet Services	
	Notified Media of Termination	Marketing/Media	
	Notified MIS for Off-Boarding	MIS	
	Notified Communications of Termination <i>* Only applicable for Law Enforcement</i>	Communications	
	Scheduled an Exit Interview with a member of Executive	Executive	
	Scheduled Employee Off-Boarding with Human Resources	Human Resources	
	Notified Payroll of Personnel Action Form	HR-Payroll	
	Notified Benefits of Personnel Action Form	HR-Benefits	
	Completed (with all signatures) Personnel Action Form, Letter of resignation, Final TAL Sheet, and Closeout PRA	HR-Personnel	