

***Commonwealth of Virginia Exit Review***

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| **Topic** | **Application** | **Completed** |
| **Benefits Information*** Health coverage/COBRA
* Life Insurance
* Retirement
* Leave
* Flexible Benefits
* Deferred Compensation
* Long-Term Care
 | Employees transferring to another agencyEmployees retiring from employment with the CommonwealthEmployees leaving employment with the Commonwealth |  |
| **Pay*** Last paycheck
 | Employees transferring to another agencyEmployees retiring from employment with the CommonwealthEmployees leaving employment with the Commonwealth |  |
| **Administrative** * Employee ID
* Parking
* Agency issued equipment
* Agency issued purchase cards
* Agency issued travel cards
* Reimbursements
* Agency issued vehicle
* Outstanding advances
 | Employees transferring to another agencyEmployees retiring from employment with the CommonwealthEmployees leaving employment with the Commonwealth |  |
| **Exit Survey*** Ask employee if prefer exit survey to be emailed to personal email address or postcard sent to home address
* Postcard: Verify home address & make any necessary changes in PMIS
* Email: Collect personal email address and enter the personal email address on the second line of the Agency Note field in the Resign transaction.
* Email or postcard with link to online confidential exit survey to be sent the month following resignation
 | Classified employees resigning employment with the Commonwealth**NEW** |  |