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***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 agency  Employees retiring from employment with the Commonwealth  Employees leaving employment with the Commonwealth |  |
| **Pay**   * Last paycheck | Employees transferring to another agency  Employees retiring from employment with the Commonwealth  Employees 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 agency  Employees retiring from employment with the Commonwealth  Employees 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** |  |