

Shared Services – Human Resources Transfer Checklist & Guide

You have chosen to resign from your current position and accept another opportunity with a different State agency. Here are your next steps to ensure you have a successful transition:

1. Determine your resignation date.
 - a. You need to give at least two weeks’ notice from the last day of work to leave the State of Nebraska in good-standing. More than two weeks of notice is helpful to plan for a replacement.
 - b. Be mindful of any holidays that take place near your resignation date. You need to be in a paid status the workday preceding and the workday following the holiday to receive pay for the holiday, itself.
 - c. It is pertinent that you **do not experience a “break-in-service.”** This means that, to formally transfer to another State agency, you must not be in an unpaid status between your departure from this State agency and your first day with your new agency (not including weekends).
2. Submit a **written letter or notice** to your People Leader, and Human Resources (HR), with your resignation date.
3. Complete the *Teammate Knowledge Transfer Questionnaire* to ensure that your experience in the position is not lost to the team. This will be sent to you via email by HR.
4. Complete the *Shared Services Teammate Exit Survey*. A link will be provided via email by HR. Your responses will provide valuable insight that will be used to help improve the working conditions of our current and future teammates. Your responses will remain confidential within HR and will not be placed in your Personnel File. If you are interested in meeting with a member of HR individually, please [contact the HR team](#).

Benefits:

1. Check with your new agency’s HR Partner to determine coverage details.

Leave Balances:

1. Discuss what new policies and practices your new agency has regarding the carry-over of vacation, sick, and compensatory time with your new agency’s HR Partner.

Last Day:

1. On your last day of work, you will give your supervisor your passwords for any digital devices you have (phone, computer, etc.) and return any State property you have in your possession (computer, phone, badge, keys, apparel, monitors, keyboard/mouse, etc.)

Miscellaneous:

1. If you have a parking deduction coming out of your paycheck that you wish to discontinue, you will be responsible for completing a [Parking Exit Form](#). It is your responsibility to email the form to DAS State Building Division-Parking at assbd.parking@nebraska.gov.