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### Information for Transferring Staff

Please carefully review the following information and retain this document for your records.

#### Final Timesheet

Complete and submit your final timesheet before leaving on your last day of work.

#### Health Benefits Information

If you are currently enrolled in Maryland State Health Benefits, your elected healthcare will remain active. For any questions about your benefits during or after this transition, please contact the Benefits Coordinator at your new agency.

#### Leave Balances

All leave balances will transfer with you to your new agency. If you are transferring to a non-SPS agency, the new agency may request documentation from MSDE confirming your final leave balance. Submit any requests to [humanresources.msde@maryland.gov](mailto:humanresources.msde@maryland.gov).

#### Financial Disclosure

If you are required to file a Financial Disclosure statement with the Maryland State Ethics Commission, you must submit a statement of termination within 60 days of leaving that position. For more information, please call 410-260-7770 or go to: <https://efds.ethics.maryland.gov>.

#### State-Issued Equipment and Devices

All state-issued equipment and devices must be properly returned prior to your departure. Please consult with your supervisor.

#### MSDE Systems Access

You will no longer have access to any MSDE systems after your last day of employment at MSDE. This includes, but is not limited to, email, OneDrive, and Google. Address any sharing issues and download any personal files prior to your last day of employment.

#### Employment Verification

All employment verification requests can be emailed to [humanresources.msde@maryland.gov](mailto:humanresources.msde@maryland.gov).

#### Exit Survey

As part of our continuous improvement efforts, we request that you complete our [exit survey](#), which will

provide valuable insights to help enhance our workplace for current and future employees.

Please contact Human Resources at [humanresources.msde@maryland.org](mailto:humanresources.msde@maryland.org) or (410) 767-0019 with any questions.