

TLV (Termination Leave) Process

Step	Action
1	Supervisor/Manager has an employee who has resigned or been terminated.
2	Upon receipt of resignation, supervisor will notify Talent.Acquisition@state.nm.us of departure.
3	Supervisor will ensure all final time is entered and correct.
4	Talent Acquisition will submit resignation letter and Final Evaluation to HR Operations. The Final Evaluation will be entered by HR Operations.
5	HR operations will process the TLV after final pay period worked.
6	HR operations will ensure employee's final stub is mailed to them.