



## SEPARATION CHECKLIST

All items must be completed, dated and initialed as appropriate prior to final check being created.

### Employee Information

Name:

Phone Number:

Separation Date:

Personal Email Address:

### Payroll Information

Please issue final paycheck in the following manner:

\_\_\_\_\_ Prepare paper check for pickup from my Department

\_\_\_\_\_ Prepare Direct Deposit as usual and make available in ESS because I have returned all County property

\_\_\_\_\_ Prepare paper check and mail to forwarding address:

\_\_\_\_\_

\_\_\_\_\_

### Notification of Separation (for completion by Employee)

Required Actions	Date Completed/Initials
Written Letter of Resignation to Supervisor or Department Head- stating reason decision was made to separate from current employment	
Contact HR to schedule an Exit Interview	

### Separation Processing (for completion by Supervisor)

Required Actions	Date Completed/Initials
Copy of Letter of Resignation to HR	
Provide status of work related projects to Supervisor	
Provide all passwords associated with County applications to Supervisor/ discuss Word and Excel files etc. and what Folders they can be found in	
Ensure all E-mails are properly classified and stored and non-record E-mails are disposed of	
Complete all work requested to be done prior to final active day at work	

**Separation Clearance – must be completed at least five days prior to separation  
(Employee or Supervisor obtain dates/initials from appropriate persons)**

<b>Required Actions</b>	<b>Date Completed/Initials</b>
Notify IT when to end all computer/E-mail access	Date and initials must come from HR employee
Return County Charge Card(s) to Finance Department	Date and initials must come from HR employee to report to Finance employee for card inactivation
Notify Finance Department of any outstanding charges that are not yet vouchered	Date and initials must come from Finance employee
Turn in final reimbursement requests (i.e. cell phone) and expense reports to Finance Dept.	Date and initials must come from Finance employee
Return all County property in your possession to your Supervisor or Department Head	Date and initials must come from Supervisor
Return ID badge and County key(s) to HR	Date and initials must come from HR employee
Bring final timesheet/signed by Supervisor to HR	Date and initials must come from HR employee
Employee Self Service (ESS) Login <u>User:</u> same as County email user ID (1 <sup>st</sup> name initial followed by last name) <u>Password:</u> first name (no nicknames), employee ID number	Date and initials must come from HR employee
Complete Exit Interview with HR	Date and initials must come from HR employee
Return completed Separation Checklist to HR	Date and initials must come from HR employee

Please mail year end W-2 to the following address: (if different than current address in County payroll system)

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