



# Genesee County Employee Separation Checklist

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Last First

Separation Date: \_\_\_\_\_

**Date Completed:**

\_\_\_\_\_ Notify I.T. to: deactivate email account; remove from distribution lists; disable network/remote access; deactivate and reset voicemail (if applicable)

Ticket # \_\_\_\_\_

\_\_\_\_\_ Notify Retirement

\_\_\_\_\_ Email Amy Alexander at HR to setup exit interview

\_\_\_\_\_ Send Notice of Separation form to H.R. (include resignation letter if applicable)

\_\_\_\_\_ Refer employee to H.R. for return of ID/park card/access card and benefit questions

\_\_\_\_\_ Review and approve final Kronos timecard with employee

\_\_\_\_\_ Return all department materials and equipment to the employee's immediate Supervisor (keys, etc.)

\_\_\_\_\_ Return county property to appropriate personnel (laptops, cell phones [deactivate with provider if necessary, etc.]

Is employee eligible for reemployment? \_\_\_\_\_ (If no, explain)

\_\_\_\_\_  
\_\_\_\_\_

Date

Completed by

**\*\*\*RETURN FORM TO HR WHEN COMPLETE\*\*\***