



EMPLOYEE SEPARATION CHECKLIST

Employee Name:

Employee ID:

Exit Date:

Department:

Supervisors Name:

Indicate which items below are required to be collected and/or inactivated, and if they have been completed. Process according to your department's procedures.

PERSONALIZED

Completed Not Applicable

Completed Not Applicable

Obtain letter of Resignation

Collect County Drivers Permit

Complete PAR (Required)

Collect Parking Garage Access Card

Verify Employee's Address (Required)

Collect Gas Credit Card

Final Check Disposition (Required):

Hold for Pickup

Collect P-Card

Mail to Employee

Collect Building Access Card
(if separate from badge)

Collect ID Badge w/ECO Pass

Collect 700 Form

Collect Business Cards

COUNTY ISSUED EQUIPMENT

Completed Not Applicable

Completed Not Applicable

Collect County Vehicle Keys

Collect Keys to Office Furniture & Doors

Collect Carpool Sticker

Collect Pagers

Collect Parking Placard or Sticker

Collect Laptops &/or Portable Printers

Collect Cell Phone

Collect Palm Pilot

Collect Camera

Collect ERT Equipment

Collect Briefcase

Other:

SYSTEMS

Completed Not Applicable

Completed Not Applicable

Deactivate Network Password

Deactivate Keyboard

Reset Voicemail/Clear Messages

Deactivate Kronos

Deactivate SAP

Deactivate Liquid Office

Deactivate PeopleSoft/Query

Deactivate Insight On-Line Hiring Center

Other:

Other:

COMMENTS