



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 Danielle Wenzel or Duwana Ragland in 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*****