

**Glenn County Health and Human Services Agency
EMPLOYEE DEPARTURE CHECKLIST**

Name:		Supervisor:		Termination Date:	
Position:		Unit:		Last Day Worked:	
DAY NOTIFICATION GIVEN:				Manager / Supervisor	Date Completed
1	Resignation letter to Director/Deputy Director for acceptance				
2	Scan to e-mail resignation letter to Personnel staff and then forward original letter with DD initials				
3	Complete IT Termination Form with "Last Working Date" identified for IT to remove the employee's computer access at the end of business day				
4	E-mail SIU with "Last Working Date" so SIU can schedule to deactivate account at the end of day				
LAST DAY OF EMPLOYMENT:				Manager / Supervisor	Date Completed
1	Time Card completed (sign and send to Fiscal)				
2	Last Pay Check will be: Mailed _____ Picked up in office _____ Mailing Address: _____ _____ _____				
3	E-mail Last Pay Check information to Fiscal (Information received in item #2)				
4	Collect County Issued Items and return to units (See Below)				
AFTER EMPLOYEE IS GONE:				Manager / Supervisor	Date Completed
1	E-mail all Agency of Employee's departure (to ALL HHSA distribution list)				
2	E-mail PM or contact person to deactivate third party accounts as applicable (CIV, Anasazi, CAMS, EBT, CalReady, RFA, etc.)				
COUNTY ISSUED ITEMS:		YES	NO	INITIALS	DATE
1	Employee ID Badge				
2	Keys/Key Card				
3	Cell Phone, password and voicemail code				
4	Desk Phone voicemail code				
5	Cal Card (route to Fiscal immediately)				
6	Other (list below):				
	A.				
	B.				
	C.				

Section for Personnel Staff Use only			Personnel Clerk	Date Completed
1	Complete GCPER-44 Pay Action Form			
2	Add to Termination List and Remove from all HHSA & County tracking Lists/Spreadsheets			
2	Exit Interview Date			

* Return this form to Personnel Department once completed