|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Glenn County Health and Human Services Agency**  **DEPARTURE CHECKLIST** | | | | | | | | | |
| Name: | | | | | |  | | | |
| Position: | | | | | | | Unit: | | |
| **DAY NOTIFICATION GIVEN:** | | | | | | | **Manager /**  **Supervisor** | **Personnel**  **Clerk** | **Date**  **Completed** |
| 1. | | | Resignation letter to Director/Deputy Director for acceptance | | | |  |  |  |
| 2. | | | Scan-to-email resignation letter to Personnel staff as heads-up, forward Personnel original letter | | | |  |  |  |
| 3. | | | Complete GCPER-44 Pay Action Form: | | | |  |  |  |
| 4. | | | Merit System Separation Form IMS-21 | | | |  |  |  |
| **LAST DAY OF EMPLOYMENT:** | | | | | | | **Manager /**  **Supervisor** | **Personnel**  **Clerk** | **Date**  **Completed** |
| 1. | | Time Card Completed | | | | |  |  |  |
| 2. | | Last Pay Check will be:  Mailed: \_\_\_\_\_ Picked Up in Office: \_\_\_\_\_ | | | | |  |  |  |
| New Address: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 3. | | Email Last Pay Check Information to Fiscal. | | | | |  |  |  |
| 4. | | Collect County Issued Items and return to units (See Below) | | | | |  |  |  |
| **AFTER EMPLOYEE IS GONE:** | | | | | | | **Manager /**  **Supervisor** | **Personnel**  **Clerk** | **Date**  **Completed** |
| 1. | | E-mail all agency of employee’s departure (Teresa Chavez will forward to appropriate departments) | | | | |  |  |  |
| 2. | | Complete IT Termination Form – to remove the employee’s computer access and e-mail to IT Department. | | | | |  |  |  |
| 3. | | E-Mail Admin to delete from phone list, fire drill list, birthday list and Intranet. | | | | |  |  |  |
| 4. | | E-Mail SIU to Deactivate Account | | | | |  |  |  |
| 5. | | E-mail EW PM to Deactivate Account | | | | |  |  |  |
| **COUNTY ISSUED ITEMS RETURNED:** | | | | | **YES** | | **NO** | **INITIALS** | **DATE** |
| 1. | Badge/Photo ID | | | |  | |  |  |  |
| 2. | Cal Card | | | |  | |  |  |  |
| 3. | Cell Phone, Password and Voicemail code | | | |  | |  |  |  |
| 4. | Keys/Key Card | | | |  | |  |  |  |
|  | Desk Phone Voicemail code | | | |  | |  |  |  |
|  | Other (List Below) | | | |  | |  |  |  |
|  | A. | | | |  | |  |  |  |
|  | B. | | | |  | |  |  |  |
|  | C. | | | |  | |  |  |  |
|  | D. | | | |  | |  |  |  |
|  | E. | | | |  | |  |  |  |