

LARIMER COUNTY
EXITING EMPLOYEE CHECKLIST

NOTE: This checklist should be used by a department/office to help ensure necessary tasks are completed as part of an employee separation, for any reason. This checklist is meant to be used as a reminder for certain HR-related activities; it is not meant to identify every task associated with the employee separation process. This checklist should be reviewed immediately upon the department/office learning that an employee will be separating and it should be completed BEFORE the employee's last day working. Please contact your Payroll Representative or HR Generalist if you have any questions.

Employee Name: _____ Employee #: _____

Date of Separation: _____

Last Date Worked (if different from Date of Separation): _____

New mailing address (if different from that currently on file):

Email address (optional): _____

Home Phone _____ Cell/Other Phone _____

To Be Done:

- ☐ Check employee leave balances and any potential leave payout/accrual caps under policy.
- ☐ Obtain letter of resignation, completed Employee Separation Report, LCHR-50, or other documentation of reasons for separation.
- ☐ Complete PAF-2 and submit to Payroll, with appropriate documentation attached.
- ☐ Notify HR Benefits of separation and effective date.
- ☐ Provide the employee with information for the Exit Interview. The employee can complete the questionnaire [online](#) or if they prefer to meet in person, they can contact their HR Generalist to set up a time.

- ☐ Retrieve County Equipment (laptop, cell phone, pager, radio, etc.)
- ☐ Retrieve Keys (Desk, File Cabinet(s), Private Office, Other)
- ☐ Retrieve FOB or Key Card (Send email to LC-FAC-Security)
- ☐ Retrieve Photo ID
- ☐ Complete the Wireless Device Allowance Request form (LCHR-12) to stop any wireless amount.
- ☐ Retrieve Commercial Credit Card & Receipts. Complete the Finance form LCFI-118, Commercial Card Destruction Notice.
- ☐ Make sure the Final Timesheet has been completed and approved by the employee.
- ☐ Obtain Final Travel or Expense Reimbursement form(s).
- ☐ Remove name, pictures, etc. from any locations on the Bulletin Board
- ☐ Cancel Designation of Signature Authority for Finance and/or Payroll if applicable.
- ☐ Go online to **weSERVE**/Order Something/Transition Services and complete a **MAC** ticket to off-board the employee. This ticket will address the following items:
 - Employee Location
 - Phone Services
 - Computer
 - H Drive
 - Google Docs
 - GMail
- ☐ Other: _____

Remind employee that their final paycheck will be directly deposited to their designated account as part of the normal payroll processing timeline (regular pay date).

If the employee wishes to change their direct deposit, the employee must make the necessary banking changes using the employee self-service portal one week **BEFORE** their final check date.