

Are You Leaving County Employment?

Here are some reminders...

(Some of the items may not apply to you.)

- Turn in your letter of resignation**
- Complete the Exit Interview located [here](#)**
Or, if you'd like, you may contact your HR Generalist to complete the exit interview in person. [Link to Generalist list.](#)
- Turn in the following items to your Manager, Supervisor, or designated staff:**
 - All County equipment
 - Photo ID
 - Keys or Fob
 - Visa Commercial Card and final receipts
 - Any Travel or Expense reimbursement
- Do you have a Parking Permit for the parking garage?** – You will need to contact the City of Fort Collins Parking Services to cancel your access. (215 North Mason Street, 1st Floor, South Wing - 970.221.6617)
- Complete and approve your final timecard**
- Enter the following changes in the ADP Employee Self-Service Portal, if applicable:**
 - Do you have an Address change? (Personal Information tab, Addresses)
 - Do you want to change your W-4 before your final check? (Pay & Taxes tab, Tax Withholding)
 - Do you have a new Bank Account for Direct Deposit of your final check? (Pay & Taxes tab, Direct Deposit)
 - Do you need to change or update your email address (Personal Information tab, Addresses)?
 - Check your W-2 mailing options (Pay & Taxes tab, Pay & Tax Statements, Settings in upper right corner). *Keep in touch.* We need to have your current address so your W-2 is mailed to the correct place. W-2's for the current year go out by the end of January of the following year. If needed, please call HR to update your address (970) 498-5970.

Benefits and Retirement

- Most benefits are effective through the last day of the month of separation from employment. Please refer to [Benefits Information for Separating Employees](#) on the Bulletin Board/Benefits page for more information.
- The final retirement contribution, as well as the termination date, will be processed by the retirement plan record keeper on the date of the last paycheck. For retirement account information after separation, contact TIAA at 800-842-2252.

Leave Payouts

- Leave payouts will be paid using your current pay rate at the time of separation.
- Holiday Balance – Benefited employees are paid for all unused holiday leave up to the maximum carryover limit.

- Vacation Balance – Benefited employees are paid for all accrued vacation leave.
- Comp Balance – Employees are paid for all accrued comp time hours.
- Sick Balance – For benefited employees with:
 - **Less than five (5) years** of continuous service as measured from the employee’s current service date, an employee’s accrued sick leave balance is forfeited.
 - **Five (5) or more years** of continuous service as measured from the employee’s current service date, employees receive the monetary value of a certain portion of their accrued Sick Leave as follows:
 - Employees with **five (5) or more** years of continuous service as measured from the employee’s current service date, will have the monetary value of 35% of the number of hours remaining in their accrued sick leave balance deposited into a post-employment health reimbursement account (HRA). *Link to HRA information.*
 - Employees with **ten (10) or more years** of continuous service will have the monetary value of 50% of the number of hours remaining in their accrued sick leave balance deposited into a post-employment health reimbursement account (HRA).
 - **Exception:** if the monetary value of the applicable percentage of the number of hours remaining in the accrued sick leave balance is \$1,000 or less, the employee will receive a cash payout.
 - Refer to policy for exceptions regarding disabled veterans, death of an employee, and Elected Officials.

Your department may have other items that need to be handled before your departure. Please check with your Manager, Supervisor, or designated staff for department specific items.