

LARIMER COUNTY
EXITING EMPLOYEE CHECKLIST

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.

To Be Completed by the Employee:

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 _____

Please go to our online exit interview prior to your last day and give us feedback on your time with Larimer County: <https://www.surveymonkey.com/r/LCExitInt2019>.

Please remember your final paycheck will be directly deposited to your designated account as part of the normal payroll processing timeline (regular pay date).

If you wish to change your direct deposit, you must make the necessary banking changes using the employee self-service portal **BEFORE** the pay period end date for your final check date. If you are moving Out of State, this address change will be held in the Personnel workflow until your last paycheck has processed.

To Be Done:

- Obtain letter of resignation, or other documentation of reasons for separation.
- Check employee leave balances and any potential leave payout/accrual caps under policy.
- Notify HR Benefits of separation and effective date at hr_benefits@co.larimer.co.us.
- Provide the employee with information for the Exit Interview. The employee can complete the questionnaire online at <https://www.surveymonkey.com/r/LCExitInt2019> 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.

 - FOB or Key Card, Keys (Desk, File Cabinet, Private Office)

 - Photo ID

 - Commercial credit card and receipts. Complete 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), if applicable.
- Work with Department web editor to remove anywhere the employee is listed as a point of contact.
- Cancel Designation of Signature Authority for Finance 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: _____