

## Civil Service, Extra Help, Volunteers and Maxim Staff

### Separation from Service Form

**Name of exiting staff:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Location(s) of Office:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Separation Date:** \_\_\_\_\_

The following checklist will be completed by the assigned Supervisor. Check list should be started as soon as Supervisor is notified of employee separation. Separation date can be in the future.

- SPID Update form sent to QCM on: \_\_\_\_\_
  - QCM will close out CG and SC accounts as needed and remove from Master List
- HR notified of separation on: \_\_\_\_\_
  - Send email or letter back up of employee resignation to HR
- Notify Training Coordinator of separation on: \_\_\_\_\_
- Ensure employee submits any reimbursements for travel/mileage owed and completes final timecard on: \_\_\_\_\_
- Exit Interview completed on: \_\_\_\_\_
- Network Acct. Disabled by sending HelpDesk ticket on: \_\_\_\_\_
- Cell/Droid/IPhone Returned to IT on: \_\_\_\_\_
- Tablet or Laptop Returned to IT on: \_\_\_\_\_
- Keys and Badge Returned to Facilities on: \_\_\_\_\_
- Ensure that staff have plan to finalize all notes before separation date and plan to transfer caseload, if necessary on: \_\_\_\_\_
- Re-direct incoming e-mail messages/voice messages to other staff on: \_\_\_\_\_
- If any employee's personal items remain in the workplace, employee was notified to contact \_\_\_\_\_ at \_\_\_\_\_ to make arrangements to retrieve them by \_\_\_\_\_.

Form Completed by: \_\_\_\_\_