

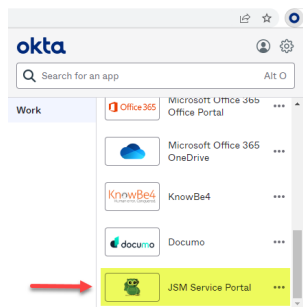
# SUPERVISOR Employee Separation TO DO Checklist

## NOTICE:

The following items need to be completed **prior** to the employee's last day of employment.

- ☐ **Submit the employee's Letter of Resignation to your Department Payroll Rep** (if not already submitted)
- ☐ **Approve P-Card(Commercial Card) transactions in FRAN**
- ☐ **Approve final travel or expense reimbursement forms in FRAN**
- ☐ **Notify your Department P-Card Liaison to cancel employee's P-Card**
- ☐ **Approve employees' timesheet prior to last day of work**
- ☐ **Work with your Department web editor to remove anywhere the employee is listed as a point of contact** (this does not apply if you do not list employees on your department web page).
- ☐ **Ensure YOU and the employee complete the requirements for IT - [IT Tips and News](#)**  
This addresses the following: Employee location, phone services, Computer, H Drive, Google Docs, Gmail, Zoom, etc.
- ☐ **Complete the IT termination request.**
  - If you need to retain accounts and access for review, and need account passwords changed, etc., **please use the [Update User Information](#) form.**
  - Please only use this form if you don't need to access any of the user's account information. **Click here to access the [Remove Access](#) form.**

You can also access JSM through OKTA.



## DIRECTIONS:

- ☐ Select **User Accounts**
- ☐ Select **Remove access**
- ☐ Complete and send form

If you have trouble accessing JSM, please contact the service desk.

**NOTE: DO NOT USE FOR TRANSFERS (transferring from one department to another department within the County) - they will lose their access, instead call the Service Desk at x5000 to complete the transfer.**

## Retrieve County Equipment:

- ☐ Laptop, Cell phone, pager, radio, etc.
- ☐ Any computer equipment (keyboard, mouse, usb ports, etc.)
- ☐ Fob or Key Card
- ☐ Photo I.D.
- ☐ P-Card (Commercial Credit Card)
- ☐ Zoom Equipment (camera, headset, puck, etc.)
- ☐ Keys (desk, file cabinets, private office, etc.)
- ☐ Additional items issued by your department