



Genesee Education Consultant Services

**TERMINATION OF EMPLOYMENT**

**★REQUIRED**

★Name: \_\_\_\_\_ ★Location/Department: \_\_\_\_\_

★Position: \_\_\_\_\_ ★Effective Date of Termination/Resignation: \_\_\_\_\_

Date Letter of Resignation Received: \_\_\_\_\_ ★Last Day Worked: \_\_\_\_\_

Reason for Termination/Resignation: \_\_\_\_\_

Remaining Accruals be paid out?  Yes  No

★Prepared by: \_\_\_\_\_ ★Date Completed: \_\_\_\_\_

**Forward the letter of resignation and this form completed to GECS Human Resources.**

**For Human Resources**

**Reviewers' Initials**

- Personnel File updated
- Insurance/Benefits  Yes  No
  - If Yes, Prepare COBRA letter & mail to Employee
  - Health
  - Dental
  - Vision
  - 5Star/Aflac/SSDC (Email Greg Best Employees last day)
- NOTES updated (Last Day)
- Forward to GECS Payroll

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**For Payroll / Business Department**

- Remaining Accruals need to be paid out?
- Employee Pay Rate(s) Inactivated
- Master Payroll Screen Inactivated
- Verified last day worked
- Removed from Invoicing List
- Garnishment/FOC termination paperwork completed
- Forward to GECS HR

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**For Human Resources**

- Basic Info edited
  - Active = No
  - Status = Inactive
- File in Employee Files

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\_\_\_\_\_



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Human Resources/Technology (Exit Check-list)

The purpose of this form is to make GECS aware of what property the district may have supplied to the employee. In which case the employee terminates, GECS can verify the property has been turned in.

Name: \_\_\_\_\_ Employee Number \_\_\_\_\_

Job Title \_\_\_\_\_ Worksite Location \_\_\_\_\_

Resigned \_\_\_\_\_ Terminated \_\_\_\_\_ Last Day of Work \_\_\_\_\_

Employee Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

District Property in-use

District Property List

- Yes No District Charge Card
Tools/Equipment
District and/or Student Records
ID Badge/Building Entry Badge
Keys/Key Fob
Other, please specify:
Voice message changed/calls forwarded

Other Considerations

- Yes No Change of address
Pending projects reviewed with supervisor
Opportunity to meet with HR
Resignation Letter
Termination form and documentation to GECS HR

Employee Supervisor

Date

For Technology and Media Services Use Only

Deactivation of Accounts

- Yes No NA Head-end Access Code
E-mail (Outlook)
Network Login
Listservs
Synervoice
Voicemail
Self-service Help Desk
Blackboard
CEO Executive
HRS/FAS/SPM
Yes No NA AppliTrack
Meeting Room Manager
Cellular Phone
iPad/PDA/Hand Held Device
Computer/Laptop
Portable Carrying Case
Software
Flash Drive
Digital Camera
Equitrac

Comments \_\_\_\_\_

Technology/Media Services Signature

Date