



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

- 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

Reviewers' Initials

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

For Human Resources

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



Genesee Education Consultant Services

**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

<u>Yes</u>	<u>No</u>	
☐	☐	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

<u>Yes</u>	<u>No</u>	
☐	☐	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

<u>Yes</u>	<u>No</u>	<u>NA</u>	
☐	☐	☐	Head-end Access Code
☐	☐	☐	E-mail (Outlook)
☐	☐	☐	Network Login
☐	☐	☐	Listservs
☐	☐	☐	Synervoice
☐	☐	☐	Voicemail
☐	☐	☐	Self-service Help Desk
☐	☐	☐	Blackboard
☐	☐	☐	CEO Executive
☐	☐	☐	HRS/FAS/SPM

<u>Yes</u>	<u>No</u>	<u>NA</u>	
☐	☐	☐	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