

Name of exiting staff:

Location(s) of Office:

Supervisor:

Separation Date:

Civil Service, Extra Help, and Volunteers

Separation from Service Form

The following checklist will be facilitated by the assigned Supervisor and then followed up with by HR.

- Ensure staff have finalized all Draft/Pending notes in Clinicians Gateway (Facilitator: Supervisor)
- Exit Interview on __/__/201_ (Facilitator: HR and Supervisor)
- Cell/Droid/iPhone Returned and Disabled on __/__/201_ (Facilitator: Pat Kinoshita)
- Network Acct. Disabled on __/__/201_ (Facilitator: Pat Kinoshita)
- Clinician Gateway Acct. Disabled on __/__/201_ (Facilitator: Pat Kinoshita)
- ShareCare Acct. Disabled on __/__/201_ (Facilitator: Pat Kinoshita)
- Tablet or Laptop Returned on __/__/201_ (Facilitator: Pat Kinoshita)
- Keys Returned on __/__/201_ (Facilitator: Ernest Thomas)
- Badge Returned on __/__/201_ (Facilitator: Ernest Thomas)
- HR action on personnel files and accounts on __/__/201_ (Facilitator: ADMHS HR)
- Re-direct incoming e-mail messages to other staff on __/__/201_ (Facilitator: Supervisor)