



Separation/Suspension/Transfer of Employment Checklist

This form is to be used whenever an employee of Cumberland County separates from employment, is suspended from employment, is transferred to a different department, or is placed on a leave of absence.

Employee Name: _____ Employee Department: _____

Effective Date of Separation: _____ Last Day Worked: _____

Type: ☐ Discharge ☐ Resignation ☐ Transfer
☐ Retirement ☐ Leave of Absence
☐ Suspension ☐ Administrative Leave

Date of Notice if Resignation/Retirement: _____

Please do the next 2 items immediately upon notice

- ☐ Determine Accrual Amounts and inform Employee whether money may be owed
☐ If Retirement, interview with Pension Specialist/Payroll

Letter Received? Yes _____ No _____

SEND TO PAYROLL NOW=====

Equipment Submittal:

- ☐ County ID ☐ Keys ☐ Uniform ☐ Cell Phone ☐ Laptop ☐ Uniform Badge
☐ Electronic Devices ☐ Vehicle/Keys

Department Heads Please Initial or Mark N/A:

_____ Email Account Disabled
_____ Email Account Forward to: _____
_____ Timeclock System Disabled
_____ Edmunds System Disabled
_____ Building Access Disabled
_____ Phone/Voice Mail Disabled
_____ Fuel and Gate Access Code Disabled – Code# _____

- ☐ Recommend Exit Interview with Benefits Manager and/or ☐ Personnel Director

Cancel County Paid Memberships in Professional Organizations

Department Head Signature _____ Date: _____

Please submit this form by scan/email and/or fax to the following departments **immediately upon notification of separation/suspension, transfer, or leave of absence of employment.**

Routing Instructions: HR (hr@cumberlandcountynj.gov); IT (it@cumberlandcountynj.gov); Payroll (ccpayroll@cumberlandcountynj.gov); if fuel code needs deactivation, send to Public Works; fuel@cumberlandcounty.gov