Employee Separation of Employment Checklist

	Discuss the status of your work assignments and any pertinent information with your supervisor. Return any confidential and all work-related information materials to your supervisor.
	Provide Human Resources with a forwarding address, phone number, and personal email address for mailing of COBRA notices, final paycheck, W-2, and an exit survey.
	If you pay for parking via Republic Parking, you must terminate your agreement via your online account. Cancellations go into effect 30 days after the cancelation is submitted online. Republic Parking
	Submit final time-reporting information to your supervisor.
	Return any City/Department property to your supervisor (or department designee).
	Contact Payroll 541-726-2242 – Last Check
	Contact Benefits 541-726-3705 – Questions about what benefits you have after you leave.
	• Keys – building, classroom, office, storeroom, desk, file cabinets, storage cabinets, lockers, equipment keys, vehicles, bike cage….
	• Manuals/Books
	• ID Card
	• Media Equipment
	• Tools
	• Uniforms
	• City Procurement Card
	• Pagers, Telephones, cell phones
	• Office Equipment (such as computer, laptop, calculator)
	• Passwords to locked folders and or documents
	As a separating employee, you have valuable information about the City of Springfield work force that will help improve compliance issues at our work sites. Please take time to complete an exit survey. (Please give us your home email so that we can send it to you there.)
	If you would like to request a confidential, in-person exit interview, please contact the Human Resources Office directly at (541) 726-3705.