

RESIGNATION OF EMPLOYMENT

SUMMARY

This procedure explains what an employee should do upon electing to leave the County Service.

PROCEDURE

ePARS

1. Employee shall send a written notification to the supervisor at least 2 weeks in advance of resignation.
2. Supervisor notifies the departmental personnel representative or person responsible for the Payroll Attendance Report (PAR).
3. Log into PeopleSoft.
4. Add a row by clicking on the plus sign on the far right.
5. Record a "T" on the ePAR under the effective date of the termination.
6. Choose the rehire eligibility by clicking on the magnifying glass under Rehire Eligibility.
7. Choose the termination code by clicking on the magnifying glass under Termination Code.
8. Click the Submit button to submit the Timesheet.
9. Click the OK button.
10. Once submitted, the supervisor will review and approve it.

Paper PARs

1. Employee shall send a written notification to the supervisor at least 2 weeks in advance of resignation.
2. Supervisor notifies the departmental personnel representative or person responsible for the Payroll Attendance Record (PAR).
3. Record a "T" in red on the PAR under the effective date of the termination.
4. Employee turns in all assigned County property, including employee identification card.
5. Departments should conduct an exit interview whenever feasible to discuss issues of mutual concern or to identify areas requiring managerial attention.
6. The final paycheck will include all unpaid annual, holiday, and compensatory leave and a payment for a portion of sick leave, if appropriate.

CONTACT(S):

Department/Division

Human Resources Department/Payroll and Information Management