**Employee Separation Form**

E-Mail to HR@Mercurys.com within 24 hours of employee termination

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Full Name:  |  | Location:  |  | Separation Date:  |

CHECKLIST BY DIRECT SUPERVISOR

[ ]  Proper notice was given 2 weeks (14 days) in advance of last working day (include notice)

[ ]  General separation circle reason (performance, code of conduct, volunteer personal reason)

[ ]  Manager reminder of Mercurys NDA policy and personal information for accurate W2 process

[ ]  Collect all passwords and company property (if applicable)

 email, phone, laptop, keys, and other company property

Notes: (Please describe in detail the reason given for leaving or reason they were let go and if they are re-hirable) **\_**

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**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Todays Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Signature/Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR Signature/Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rehire HR Only: Y/N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payroll Department Signature and date of process\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee File CC (please check under each or indicate NA)**

Deactivate Access: Email \_\_\_\_ DropBox \_\_\_\_\_ Toast\_\_\_\_\_ Benefits \_\_\_ Employee Portal \_\_\_\_\_ Paychex\_\_\_\_\_

7Shifts\_\_\_\_\_\_\_ Final Check (direct deposit) \_\_\_\_\_\_\_\_\_

If employee has Colonial Life, must email them the form for transfer.