**Employee Separation Form**

E-Mail to [HR@Mercurys.com](mailto: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.