



Yadkin County New Hire or Separation Notification

All Fields in RED are Required

Current Date:

For New Employees: Complete ALL of Page 1

For Exiting Employees: Complete Page 1 & Page 2

Email Form & PAR to hr@yadkincountync.gov
Save Form as the Employee Name

Employee Status:

NEW

Leaving

<input type="text"/>	<input type="text"/>	<input type="text"/>
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County Employee ID

Starting Date

Leaving Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Last Name

First Name

Middle Name

Suffix (ex: jr, III, ...)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Department

Division

Rank

Office

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Job Position Number

Position Name

Immediate Supervisor

Is this employee replacing anyone? If Yes, Then Who:

List Applications below that the user will need access to

Server Share Access	
Specific Desktop Shortcuts	
Website Staff Directory	
Phone # on Website	
Calendar Access	Copier Scan Folder

Job Required IT Equipment

Desktop PC	Office Phone	Tablet
Laptop	Cell Phone	ID Access Card
Secure Printing	Smart Phone	Aircard

Does Employee Need:

Finance Access

What job functions does employee do within Munis

Who approves their workflow?	<input type="text"/>
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Submitted By

<input type="text"/>



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Employees Leaving County Employment

Employee Name		Date:
Date Leaving		Submitted By:
		Effective Date:

Who should be given access to employee's email?

Who should be given access to employee's individual files?

Should their Office phone be forwarded?

To Who:

Notes:

This Section To Be Completed By The Personnel Receiving the Items

Items to Be Turned In	Received	Received By	Notes
County ID Card			
Assigned Equipment			
Cell Phone			
Air Card			
P-Card			
Uniforms			
Special Equipment			

Notes:

This Section To Be Completed By IT & Finance ONLY!

Employee Leaving Workflow

IT Dept

- Disable Account
- Email Access or Archive
- Access to Files
- Server Shares to Remove
- VPN \ Netmotion Removal
- Folder Security Removal
- Remove From Website

Date Completed	Performed By	Notes

Finance

- Munis Workflow
- Change Advice to PRINT
- Disable Fuel ID #
- Disable P-Card
- ESS Account Disable

Notes: