



# 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**

**Effective Date:**

Email Form & PAR to [hr@yadkincountync.gov](mailto:hr@yadkincountync.gov)  
Save Form as the Employee Name

**Employee Status:** **NEW** **Leaving**

**County Employee ID**

**Starting Date**

**Leaving Date**

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**Last Name**

**First Name**

**Middle Name**

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

**Department**

**Division**

**Rank**

**Office**

**Job Position Number**

**Position Name**

**Immediate Supervisor**

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

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**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

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**Does Employee Need:**      P-Card                      ESS Setup                      Fuel ID #

**Finance Access**

What job functions does employee do within Munis

Who approves their workflow?

**Submitted By**



# Yadkin County New Hire or Separation Notification

## 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:

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### 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:

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### This Section To Be Completed By IT & Finance ONLY!

#### Employee Leaving Workflow

##### IT Dept

	Date Completed	Performed By	Notes
Disable Account			
Email Access or Archive			
Access to Files			
Server Shares to Remove			
VPN \ Netmotion Removal			
Folder Security Removal			
Remove From Website			

##### Finance

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

Notes: