



## Department of Human Resources Leaving City Employment Checklist

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### 2 Weeks Prior to your last day:

- Notice - Inform your supervisor of your intention to leave.
- Resignation Letter - Prepare and provide a written resignation letter to your supervisor and Human Resources indicating what your last day of employment will be.
- W-4 - If you would like to change your tax withholdings on your final paycheck, complete and submit a new W-4 form. W-4 form is available on our website
- Paycheck Deductions - If you would like to change any voluntary deductions, such as deferred compensation (457), contact Payroll.
- Leave Cash Out/Rollover - If you would like to roll-over any leave cash-outs to deferred compensation or PERS, contact Payroll.
- Voluntary Insurance Plans - If you have a voluntary supplemental insurance plan, such as AFLAC please be sure to reach out to your representative prior to your last day of work.

### 1 Week Prior to your last day:

- Goldenrod - You will receive your "Goldenrod" and separation meeting information from Human Resources. If you do not receive this information, contact Human Resources at 760-323-8215.
- Time Card - Complete your final time record and submit to your supervisor. This will allow timely processing of your final paycheck.
- Deferred Compensation - If you have a deferred compensation account (401a, 457), contact Payroll at to set up a time to review your options after separation. Have Payroll initial your "Goldenrod".
- Conflict of Interest - Visit the City Clerk if your "Goldenrod" indicates you must complete the federal "Conflict of Interest Statement". Federal regulations require designated employees complete this statement upon separation. Have the City Clerk initial your "Goldenrod".

### 2 days prior to your last day:

- City Property - Turn in any City equipment, keys, uniforms, procurement card or other City issued equipment to your Department Supervisor. Have you supervisor initial your "Goldenrod"

### On your last day or as scheduled:

- Separation Meeting - Attend your separation meeting with Human Resources. Bring your "Goldenrod" and City ID as well as any City property not previously turned in.

### After you leave:

- COBRA - Watch your mail for your COBRA information. If you do not receive your COBRA information within 30 days, contact (323)588-6211.
- Life Insurance - If you would like to continue your City Life Insurance, complete the Portability Application and mail within 30 days of last day.
- W-2 - If you move, remember to notify Human Resources of your new address for mailing of your final W-2 in January.
- Deferred Compensation - If you were enrolled in a deferred compensation plan, contact the plan administrator if you would like to roll-over or request a distribution.