

Terminations – October 23, 2024

Today's Word to the Wise is regarding terminations. If you have any questions, please reach out to County Payroll, County IT, or County HR.

An employee is terminating employment with Fairfield County, now what?

County Payroll, County IT, and County HR work together to ensure proper controls are in place when an employee separates. Please review the list below of steps that must be taken to ensure the terminated employee cannot access sensitive data.

- Submit a User Termination Request Form via the TDX IT Support Portal.
- Complete the Employee Termination or Separation of Employment form and create an Action Entry in Enterprise ERP.
 - It is imperative that you enter the termination into Enterprise ERP as soon as you know the termination date.
- Perform qualified separation payout calculations on spreadsheet and submit via ticketing system to County Payroll.
 - Submissions are due upon approval of final timecard for payroll processing purposes.
- Return the employee's badge to IT or shred it for proper disposal.
- Ensure all county provided devices or equipment are returned.
- If the employee is benefit eligible and terminating the last week of the month, contact HR to coordinate final benefit coverage.

As always, if you have any questions or concerns, please do not hesitate to reach out for further assistance. Thank you for your coordination and support!