



## Johnson County Government Checklist for Employee Transfer

*You'll need to take the following action steps prior to transferring to the new department/agency:*

- Notify your immediate supervisor of your acceptance of the new position
- Complete a final timesheet
- Update telephone voicemail message to indicate you are no longer employed with the department/agency and the contact information to direct callers
- Notify key contacts within the County of transfer for business purposes
- Turn in all department/agency property such as keys, ID badges, hardware, software, etc.
- Turn in department/agency P-Card to supervisor
- Submit requests for final reimbursements such as travel, training, etc. using I-Procurement in Oracle
- Transfer any business-related files to appropriate personnel
- You will be receiving an invitation to complete transfer survey. In addition to completing the survey, you also have the option to participate in a one-on-one interview with your Human Resources Partner. To schedule a one-on-one interview, contact the Department of Human Resources.

If you have any questions about this information, please contact HR at 715-1402.