

TERMINATION STEP CHECKLIST

Once an employee has submitted their resignation or an employee is terminated, please make sure to follow these steps:

1. _____ Email a copy of the written resignation letter, notice of retirement or termination letter immediately upon receipt so that if it is payroll cutoff time, an employee isn't overpaid.
2. _____ Communicate any leave used by the employee during the month in which the termination is happening.
3. _____ Complete a JUSTICE termination form and send to support.justice@nejudicial.gov.
4. _____ For non-trial court employees, contact IT (its-technicalsupport@nejudicial.gov) so email and network accounts can be disabled. IT will also need to gather state equipment (cell phone, tablet, computer, etc.)
5. _____ Send a Request to Fill Vacancy Form to NSC.CourtHiring@nejudicial.gov for all Court related hiring or to NSC.ProbationHiring@nejudicial.gov for all probation related hiring. A new employee packet will be sent to the Supervisor/Hiring Manager once the Form has been received.
6. _____ Collect Keys, ID's, etc., from the Employee.
7. _____ For employees with access to JUSTICE, SCALES, etc., disable access at end of last day.
8. _____ Remove employee from all bank signature cards (if applicable).

Once the Request to Fill Vacancy Form has been approved, a Personnel Officer will post the internal notice and post it on the State's Job Site.

Contacts:

For all court related hiring email: NSC.CourtHiring@nejudicial.gov.

For all probation related hiring email: NSC.ProbationHiring@nejudicial.gov.

JUSTICE BA's - support.justice@nejudicial.gov

NSC IT - its-technicalsupport@nejudicial.gov