

Resignation checklist: 14-28 days before you resign

Giving notice

- Complete the resignation/retirement form and give it to your supervisor. [Resignation/retirement form \(PDF\)](#)
 - Exempt employees must give 28 calendar days' notice
 - Non-exempt employees must give 14 calendar days' notice
 - If you don't know if you're exempt or non-exempt, this information can be found on your paycheck stub
- If age 50 or over, complete the [Request for benefits continuation eligibility notification form](#)

Submitting expenses for flexible spending accounts and trade time for fitness

- Flexible spending accounts close on your resignation date. Submit expenses incurred prior to that date by March 31 of the following year.
- Prior to your resignation date, submit remaining trade time for fitness expenses

Cancelling transit cards

- MetroPass: Submit a completed cancellation form by the 23rd of the month prior to your resignation date. Return your card to HR benefits mail code 040. [MetroPass cancellation form \(DOCX\)](#)
- Go-To card deduction: Cancel it in APEX

Contributing cash value of eligible sick/vacation leave and PTO into deferred compensation plan account

- If you don't have a deferred compensation plan account, you can set one up before you resign
- The cash value has a small amount of taxation before going into your deferred compensation plan
- Before your resignation date, email HR benefits at hr.benefits@hennepin.us with:
 - Your name and ID number
 - Resignation date
 - Amount of after-tax money going into the plan and which vendor
 - Amount of pre-tax money going into the plan and which vendor

After resignation

Using health care savings plan and 1% supplemental retirement plan

- [Health care savings plan withdrawals](https://www.msrs.state.mn.us/hcsp) (https://www.msrs.state.mn.us/hcsp)
- [1% supplemental retirement plan withdrawals](https://www.msrs.state.mn.us/withdrawals) (https://www.msrs.state.mn.us/withdrawals)

Public Employees Retirement Association (PERA)

- You may leave your contributions with PERA
 - If you do not work for a PERA employer, are not vested and do not apply for a refund within 5 years after your last contribution was made, you will forfeit your member contributions and interest
 - You may request a refund
 - Contact PERA at 651-296-7460 for more information.

Deferred compensation plan

You may choose to:

- Leave the money in your account
- Roll over the money in your account to another retirement plan OR withdraw the money
 - Ask your vendor for rollover/withdrawal paperwork
 - Scan email completed paperwork to HR benefits at hr.benefits@hennepin.us
 - We'll sign and return the paperwork to your vendor
 - We'll return the paperwork to your vendor after we issue your check for unused vacation, sick and/or PTO

Final paycheck/s

- If you are in a job class or union that participates in the Health Care Savings Plan (HCSP), all or a portion of your severance may go into the HCSP
- If you have direct deposit, check/s go into your bank. If not, they are sent to your home address in APEX.
- Ask your HR APEX Contact to mail copies of your last regular and final checks to your home
- Last regular paycheck received on the normal pay date and taxed normally. Normal deductions are taken, e.g. PERA, charitable contributions, college savings plan and Minnesota Benefits Association
- Final check of unused compensatory time, deferred holiday time and banked special leave without pay received two weeks after your last regular paycheck and it's taxed. PERA contributions are deducted.
- Final check of unused sick/vacation leave and PTO received two weeks after your last regular paycheck and it's taxed.

Continuing insurance after you resign

- You can continue some of your current benefits
 - You'll receive a packet from 121 Benefits, the county's COBRA administrator

Contact

HR service center
Phone: 612-348-7855
Fax: 612-348-9638
TDD: 612-348-5467
hr.servicecenter@hennepin.us
Government Center A-400
M-F, 7:30 a.m. to 4:30 p.m.