
EMPLOYEE TERMINATION CHECKLIST

Employee Name: _____ Today's Date: _____

1) Administrative

- Final Paycheck (including accrued vacation hours)
- Current Paycheck
- Reimbursement Check
- Employee Termination Form
- Change Status to Inactive in Payroll System
- Move Personnel File and Confidential File to Terminated Employees' File Cabinet
- Move I-9 Form to the Inactive I-9 Binder
- COBRA Process and Documentation
- State Disability Forms
- Unemployment Insurance Document
- Copy of Confidentiality, Non-disclosure, and Non-solicitation Agreement

2) Information Technology

- Terminate Computer Access
- Terminate Voice-mail Access
- Forward Phone/e-mail Messages to Supervisor
- Forward Mail and Deliveries to Supervisor with Notice to Administrative Staff
- Lock Out Alarm and Security Pass Codes

3) Company Property

- Laptop, Carrying Case, Power Supply, and Cord
- Additional Laptop Wall Charger
- Air Card for Laptop Computers
- I-Phone including Car Charger and Home Charger
- Keys
- Vehicle
- Tools
- Files
- Gas Card
- Fastrak Transponder
- Credit Card
- Uniform
- PPE

4) Exit Process

- Always have a witness present when terminating an employee
- Never leave the terminated employee unattended (e.g., theft, injury, confrontation)
- Escort the employee to his/her workstation to collect personal belongings
- Escort the employee out of the office space