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## EMPLOYEE TERMINATION CHECKLIST

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### 1) Administrative

- Final Paycheck (including accrued vacation hours)
- 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 (email Michelle Christiansen with Employee name and Last day worked)
- State Disability Forms
- Unemployment Insurance Document
- HIPAA Notice of Termination
- Verify Current Address

### 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
- Computer Login UserID and Password
- Security System Access Card
- Printer and Cables
- Digital Camera, Memory Card, and Carrying Case
- Software
- Cell Phone including Car Charger and Home Charger
- Cell Phone iCloud Password
- Keys
- Vehicle
- Tools
- Files
- Gas Card
- Fastrak Transponder
- Credit Card
- Uniform and/or 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