

Employee Separation Checklist

Employee Name/ID#	Position/Shift	Effective Date
Department	Supervisor	Last Day Worked

Type of Separation

- Resignation Discharge Layoff Moved
 Lack of Work Job Abandonment Military Poor Attendance
 Unacceptable Conduct/Performance Position Eliminated Other (explain)

Termination Processing: EMPLOYEE

Completed?

- Submit formal letter of resignation
- Cancel direct deposit of paycheck
- Return keys/FOB/ID
- Return uniform/name tag/name plate
- Return company property (books, cell phone, car, PDA, laptop, etc.)
- Provide forwarding address if necessary for payroll, W-2
- Submit any outstanding expense reports for reimbursement
- Repay any outstanding loans
- Return parking permit
- Clean off desk/work area
- _____
- _____
- _____

Employee Initials

Termination Processing: EMPLOYER

Completed?

- Exit Interview
- Notify IT; delete from system/e-mail
- Notify HR
- Notify Accounting/Payroll
- Delete security code/extension
- Verify vacation/sick pay owed
- Cancel insurance
- Prepare COBRA
- Verify all expense report balances/travel advances equal zero
- Final paycheck arrangements discussed with employee
- Cancel all company-provided accounts, including credit cards
- Notify 401k by mail/fax to submit rollover information to employee
- Review of confidentiality/non-compete agreement
- Communicate departure of employee to staff and those affected
- Alert front desk/receptionist; inform where to direct calls
- _____
- _____
- _____

Employee Signature

Date

Manager/Supervisor Signature

Date

The Company responds to requests from prospective employers within the guidelines of Federal and State regulations. This could include release of job-related information such as date of employment, pay levels, job descriptions and duties, wage history, job performance, attendance, type of separation, reasons for separation, and other work-related information.

Employee Initials: _____

About Extensis Group, LLC

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