## Termination Timeline Checklist

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| **Employee Name** | **Employee Number** | **Term Date** |

# If termination is involuntary

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| [ ] Documentation of performance issues and disciplinary action is in employee file. |

# Before employee's last day of employment

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| **Human Resources**  [ ] Prepare COBRA Letter (if applicable)  [ ] Schedule exit interview  [ ] Cancel stock options, if applicable | **Accounting/Finance**  [ ] Prepare final paycheck  [ ] Check for final balances on corporate credit card and cancel card  [ ] Submit and pay final expense reports | **IT/Facilities**  [ ] Cancel voicemail account effective employee's last day.  [ ] Cancel network access effective employee's last day. |

**Last day of employment**

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| [ ] Provide COBRA letter  [ ] Vested stock options  [ ] Verify address [ ] Last paycheck (please check one)      [ ] Provided at exit interview OR      [ ] Mailed after termination date\* | [ ] Collect computer and related equipment  [ ] Collect security card  [ ] Collect cell phone  [ ] Collect phone card  [ ] Collect corporate credit card  [ ] Complete exit interview questionnaire (voluntary separations)  [ ] Eligible for rehire? Yes\_\_\_\_\_ No \_\_\_\_\_\_  [ ] Terminate status in the HRIS/payroll systems  [ ] Provide separation notice, if applicable\*\* |

*\*****Note:*** *Some states require the employee’s final pay to be provided at the time of separation. Check your state law to ensure compliance. \*\* Some states also require employers to provide a separation notice at the time of termination. Check your state law to ensure compliance and visit the State & Federal Resources section of the site for more information.*

**After the employee's last day**

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| [ ] Check for any additional amounts owed for commissions, expense reports etc.  [ ] Mail final pay stub to former employee if necessary  [ ] Complete and submit benefit forms to stop coverage with Insurance Carrier  [ ] If former employee submits a request for COBRA coverage, re-enroll using Insurance enrollment forms.  [ ] Retain personnel file for at least 6 years following separation. |

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| **Reason for leaving** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Signature                                 Date |

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