

TERMINATION CHECKLIST

“Human Resources/Accounting”

Paperwork & Final Check

- Receive written termination form and if applicable, employee's termination notice with signatures.
- Files employee's termination notice in personnel file,
- Verify any outstanding money owed the organization and arranges for withdrawal from final paycheck, if preauthorized.
- Calculate employee's accrued, unused vacation pay and includes it in the employee's final check.
- Prepares and distributes final check or gives to supervisor. Note final check must be given within 24 hours for discharges and by the next pay period for voluntary terminations.
- Pulls I-9 form from I-9 book and puts in employees file.
- Obtains any remaining supervisor documentation to go in employee's file.
- Create and collect separation agreement for involuntary terminations where severance payments are given.

Meeting with Employee & Items to collect

- Collect keys
- Collect cell phone, laptop and tools, if applicable
- Collect handbooks and important company material
- Ask for any final work transition/transfer information

Cancelations & Security

- Verify and cancel any Company credit cards
- Verify and obtain Company cell phone, if applicable
- Changes employment status in payroll/accounting system.
- Restricts access or locks out employees with access to confidential information, assets, cash, credit cards, E-mail and computer data.

Benefits and COBRA

- Verifies employee benefit participation (medical, dental, life and retirement benefits).
- If participating in medical or dental benefits, sends cobra continuation coverage election notifications letter or notifies cobra administrator.
- Notifies benefit provider organizations of employee's termination date.
- Verifies that employee is removed from insurance benefits on next invoice.
- If participating in retirement benefits, verifies retirement fund amount. If savings is > than \$5,000, employee has the right to leave funds in the Company savings or to arrange for it to move to a qualified account of their choosing. If savings amount is less than \$5,000, notifies employee of need to move funds into another qualified plan, take a distribution or that funds will be automatically distributed. Note: All distributions are subject to 10% IRS tax penalty and 25% taxation.
- Files copy of retirement plan distribution notification in employee file.
- Files copy of cobra notification in employees file.