

Employment Termination Checklist

Employee name _____

Date _____

Reason for termination _____

Return of company property

- ☐ keys to buildings, vehicles and other property
- ☐ vehicles
- ☐ company credit cards
- ☐ company ID cards/badges
- ☐ electronic access cards
- ☐ security passes
- ☐ cellphones and pagers
- ☐ laptops
- ☐ passwords
- ☐ uniforms and clothing
- ☐ tools
- ☐ equipment
- ☐ portable computer terminals and related equipment not at work location
- ☐ all reference materials (department files, manuals, computer files, etc.)
- ☐ other property _____

Payout of compensation

- ☐ wages
- ☐ general holiday pay
- ☐ vacation pay
- ☐ expenses and petty cash reimbursements
- ☐ severance pay
- ☐ overtime pay
- ☐ commissions
- ☐ bonus payments
- ☐ repayment of advances
- ☐ balance of loans
- ☐ payment in lieu of notice
- ☐ other payouts _____

Items to cancel or disable

- ☐ company credit cards
- ☐ company telephone cards
- ☐ telephone authorization codes
- ☐ signing authority
- ☐ petty cash authority
- ☐ electronic access cards
- ☐ telephone lines
- ☐ paid utilities at employee's home (e.g. Internet connection)
- ☐ passwords for shared computer accounts and networks
- ☐ employee's entry in payroll system
- ☐ paid subscriptions
- ☐ memberships in professional organizations
- ☐ employee's inclusion on distribution and telephone lists
- ☐ other items _____

Other administrative tasks

- ☐ complete employee's Record of Employment
- ☐ notify human resources of employee's effective departure date
- ☐ notify network administrator of employee's effective departure date
- ☐ provide an address update form to fill out if the employee moves
- ☐ verify emergency contact details
- ☐ communicate departure of employee to other staff
- ☐ other tasks _____