

# Termination Checklist

Employee's Name  Date of Termination

Supervisor's Name

## Return of Property

	<u>Yes</u>	<u>N/A</u>	<u>Exceptions</u>
Keys			
ID Cards			
Parking Permit			
Computer			
Computer Accessories			
Cell Phone			
Pager			
Tools			
Uniforms			
Petty Cash			
Other			

Confirm that the employee has no outstanding balance on any employee loan.

Make arrangements for an exit interview.

Discuss eligibility to continue benefits.

Confirm that voice mail has been deactivated.

Confirm that e-mail has been deactivated.

Discuss releases and any provision for severance.

Discuss schedule for delivery of final paycheck.

Verify or obtain address for future correspondence.

Discuss possible deductions from final paycheck - outstanding debts, deficit in vacation accrual, etc.

Confirm that ID Badge has been deactivated.

Comments