

Employee Termination Checklist

By Alex Strickland

- Documentation & Notification
 - Compile the proper documentation.
 - Prepare the termination letter.
 - Notify Human Resources.
 - Ask employee to write a resignation letter that states he/she is leaving and the termination date.
 - Notify your network administrator of the date and time on which to terminate the employee's access to computer and telephone systems.
- Return of Property
 - Make sure employee returns all company-owned items.
 - Make sure employee provides his/hers supervisors with passwords and other information pertaining to accessing computer files and telephone messages.
 - Make sure access to external company databases is removed.
 - Make sure employee's e-mail account is canceled.
 - Set automatic e-mail notification to alert sender that employee is no longer employed.
- Compensation Issues
 - Determine what 'wages' are owed.
 - Determine how much vacation has the employee earned.
 - Determine much vacation has been used.
 - Prepare information regarding rollover of any 401(k) plans and other benefit information.
 - Life/Disability Insurance - discontinue premium payments.
 - Obtain executed copy of employee's final expense report.
- Exit Interview
 - Make sure HR office will schedule an exit interview.
 - Discuss appropriate details regarding termination.
 - Review confidentiality or proprietary information agreement.
 - Confirm employee's address for future mailing of information.
 - Provide employee with a contact person and information for questions arising after the meeting.