

Involuntary employee termination: Sample checklist

Actions	Completed
Develop progress plan <ul style="list-style-type: none"> • Date and time • Location • Employee exit strategy • Participants • Message • Contingency plans 	
Calculate final payments <ul style="list-style-type: none"> • Notice • Severance • Vacation • Overtime • Bonus • Commission 	
Organize termination agreement	
Remove from payroll <ul style="list-style-type: none"> • Arrange for Record of Employment (ROE) and provide copy to employee 	
Remove from group benefits plan(s) <ul style="list-style-type: none"> • Ensure that benefits are maintained during statutory notice period • Arrange with carrier(s) to extend benefits beyond notice period as appropriate 	
Collect company property <ul style="list-style-type: none"> • Laptop and related equipment • Cell phone • Tablets • Access card(s) • Keys 	
Remove access to <ul style="list-style-type: none"> • Network • Email • Facility security codes • Distribution lists • Telephone lists 	
Inform appropriate individuals <ul style="list-style-type: none"> • Staff • Clients • Vendors • IT service providers 	