

## Employee Termination (Form)

Employee: \_\_\_\_\_

Division: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

Termination Type: \_\_\_\_\_

Eligible to Receive PTO?      Yes      No      Negative PTO Balance

Date of Last Paycheck: \_\_\_\_\_

Live Check

Direct Deposit/Pay Card

Reason for Termination: \_\_\_\_\_

Date of Last Warning: \_\_\_\_\_

Description of Termination Events:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email/fax form to Human Resource Administrator at the Corporate Office.

# EMPLOYEE TERMINATION CHECKLIST

Employee: \_\_\_\_\_

Division: \_\_\_\_\_ Position: \_\_\_\_\_

The following items are a checklist of steps to process the termination of an Employee.

	Termination Date:			
	Termination Form Received			
	Voluntary / Involuntary		If Voluntary, Notice Given?	
	Termination Information to Managepoint			
	Email Account	Blocked	Forwarded to _____	
	Access Deleted/Blocked:			
	Network Treasury	VPN Employee Log In	AutoDesk	E-Comm Rent Manager
	Material Checklist Received			
	Phone	Computer Returned to Corporate		

Additional Notes: