

Employee Termination (Form)

Employee:

Division:

Position:

Date of Termination:

Time:

Employee Notified

Involuntary Termination

Voluntary Termination

Notice Given?

Eligible to Receive PTO?

Hours to be Paid Out:

Date of Last Paycheck:

Live Check

Direct Deposit/Pay Card

Reason for Termination (Provide Details):

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 VPN AutoDesk E-Comm

Rent Manager Treasury Employee Log In

Material Checklist Received

Phone Computer Returned to Corporate

Additional Notes: