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| **INTERNAL ENDING EMPLOYMENT CHECKLIST** |

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUPERVISOR**

[ ]  COMMUNICATION

* Notify staff and management with an internal notification of termination (be mindful of potential sensitivity around timing and method).

**HUMAN RESOURCES DEPARTMENT**

[ ]  EXIT INTERVIEW

* Schedule an in-person exit interview and/or online survey for the employee to complete before their final week of work, if possible.

[ ]  BENEFITS [HR/Finance]

* Reconcile taxable benefits and process any necessary adjustments on final pay.
* Reconcile employee-paid benefits deductions and process any adjustments on final pay.
* Cancel or continue benefits until last day of employment.
* Provide employee with information on options to convert any benefits to an individual plan.
* Notify pension department/administrator regarding Pension Plan/Group RRSP.
* Check paid time off (PTO) balance; inform employee of any remaining PTO and how it will be processed at termination of employment.

[ ]  CONTRACTS/LEGAL

* Provide a letter reminding employee of any legal obligations that continue post-employment (such as confidentiality agreements or employment contracts).

[ ]  RECORDS

* Pull personnel file to be stored with terminated employee files.
* Advise employee to provide any changes to current address for year-end purposes (T4, RL-1, etc.) by phone or email.
* Prepare Record of Employment (ROE) and submit electronically within legislated time frame.

**PAYROLL**

[ ]  COMPENSATION

* Notify Payroll department to process final paycheque.
* Inform Payroll of any unused but earned PTO amounts due to employee.
* Notify Payroll to process severance pay and whether lump sum or salary continuation (if applicable).

**ADMINISTRATION**

[ ]  INFORMATION TECHNOLOGY

* Disable email account.
* Disable internal communication accounts.
* Remove employee’s name from email group distribution lists; internal/office phone list; website and building directories.
* Disable computer access.
* Disable phone extension.
* Disable voicemail.

[ ]  FACILITIES/OFFICE MANAGER

* Disable security codes, if necessary.
* Change office mailbox.
* Clean work area and remove personal belongings.

[ ]  ADDITIONAL ARRANGEMENTS & NOTES

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor)