**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)

**HR DEPARTMENT**

* EXIT INTERVIEW
* Schedule a face-to-face 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 letter reminding employee of any legal obligations that continue post-employment (such as confidentiality agreements/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)