

## (Sample)Employee Separation Checklist

Employee Name \_\_\_\_\_

Separation Date \_\_\_\_\_

- Prepare and submit PaySmart Separation form (Available at PaySmartPa.com)
- Provide PAUC separation form (available at PaySmartPa.com)
- Contact employee benefits companies to terminate benefits and/or send Cobra notifications.
- Contact IT to deactivate logins and passwords.
- Change passwords separated employee had access to.
- Collect all company property such as office and vehicle keys, credit cards and equipment.
- Disable employee time clock.
- Obtain contact information for W-2 distribution at year end.
- Move employee's I-9 to a terminated employee I-9 file.
  - Write termination date on I-9
  - I-9 must be kept for three years after termination.
  - Keep terminated employees in order by date of termination.
  - **IMPORTANT:** destroy terminated employee's I-9 after three years.

Completed By \_\_\_\_\_ Date \_\_\_\_\_