Employee termination checklist

Employee: _____

Last day worked: _____

Manager: _____

Step	Owner	Due	Done (Y/N)	Notes
Confirm reason, documents and prior warnings are in the file	Manager + HR	Before meeting		
Check state final paycheck deadline and PTO payout rule	HR / payroll	Before meeting		
Prepare termination letter and state notices	HR	Before meeting		
Hold the termination meeting with a witness	Manager	Day of		
Turn off building, system, email and app access	IT / owner	Day of		
Collect keys, badge, devices, uniforms, cards	Manager	Day of		
Run final paycheck (see Final pay sheet)	Payroll	Per state law		
Notify the health plan administrator (COBRA)	HR	Within 30 days		
Remove employee from future schedules	Manager	Day of		
Update personnel file and save signed copies	HR	Within 1 week		
Respond to unemployment claim notice, if received	HR	By agency deadline		

Final pay worksheet

Item	Hours	Rate	Amount
Regular hours since last paycheck			
Overtime hours (1.5x)			
Accrued PTO or vacation to pay out			
Commission or bonus earned			
Expense reimbursements owed			
Total gross final pay			

Final paycheck due date (check state law):

_____

Paid on: _____

Paid by: _____

Final paycheck deadlines and PTO payout rules vary by state. Check your state labor department.

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