



Employee Termination Checklist

Last updated 4/4/2013

This checklist was designed to assist supervisors when an employee terminates as a guide for possible steps, items to be collected and reminders of important steps to follow.

| Employee Section | | | | | |
|---|--|--|------------------|-----------|--|
| Name: | | | | EIN #: | |
| Agency Employed By: | | | | | |
| Reason for Leaving: | | | | | |
| Date of Notice: | | | Last Day Worked: | | |
| AUDIX Password: | | Computer ID: | | | |
| Updated Contact Information | | | | | |
| Phone: | | Address: | | | |
| City: | | State: | | Zip Code: | |
| As I separate from my employment, I certify that I have returned or am now returning all items in my possession that are the property of the State. I understand the possibility of my last paycheck being held if any money or property owed the State of Utah is still outstanding. | | | | | |
| Employee Signature: | | | | Date: | |
| Supervisor Section | | | | | |
| <input type="checkbox"/> Please check here if employee declined an exit interview. | | | | | |
| <input type="checkbox"/> Attach all disciplinary documentation (if applicable). | | | | | |
| <input type="checkbox"/> Confirm and record last day of work here: | | | | | |
| <input type="checkbox"/> Request return of and collect all State property. | | | | | |
| <input type="checkbox"/> ID / Security Card <input type="checkbox"/> Keys <input type="checkbox"/> Money Owed to State (tuition, phone bills, credit card, etc.) <input type="checkbox"/> State Owned Equipment | | <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: | | | |
| <input type="checkbox"/> Fill out final timesheet or help employee complete final ESS entry. | | | | | |
| <input type="checkbox"/> Notify local HR the employee is terminating | | | | | |
| Supervisor Signature: | | | | Date: | |