



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:	