Employment Separation Checklist | 2026

Employee: _____   Last Day Worked: _____/_____/_____

Position: _____   Location: _____

Reason for Termination: ☐ Discharge   ☐ Resignation   ☐ Layoff

Checklist:

	Resignation letter:
	☐ Maintain for personnel file
	Final pay:
	☐ Notify Bookkeeper/payroll to calculate final paycheck
	☐ If an involuntary termination, final paycheck must be available at the same time
	☐ Calculate unused vacation time that has accrued _____
	☐ Repayment of advances/loans that were made to employee
	☐ Reimbursement of unpaid business expenses owed to employee
	☐ Direct deposit cancellation
	☐ Remove name from time clock (if applicable)

Operational:

	☐ Disable building access
	☐ Change outgoing voicemail
	☐ Remove employee contact information from parish website

Disable employee access to computer:

	☐ Backup any data
	☐ Remove access to parish databases, online banking, signature authority, remote access, etc.…
	☐ Disable email account & set email notification to alert senders

Obtain company owned property:

	☐ Keys	☐ Time Clock Badge
	☐ Passwords	☐ Cell phone
	☐ Laptop	☐ Employee Guidelines Handbook
	☐ Credit Card	☐ Other

Status of Benefits:

	☐ Is the employee enrolled in health benefits?
	☐ Notify Bookkeeper/Payroll to terminate benefits
	☐ Ensure notification sent to the employee regarding their right to continue health benefits (COBRA)

Confirm employee's mailing address

	☐ For W-2, 1095 & continuation of benefits mailings (COBRA)

Exit interview:

	☐ Optional

Personnel Records:

	☐ Place resignation letter in employee file, if provided
	☐ Place any documentation of performance matters in employee file
	☐ Make note a personnel file if eligible for rehire or not eligible