

## Staff Departure Checklist

### Departing Individual

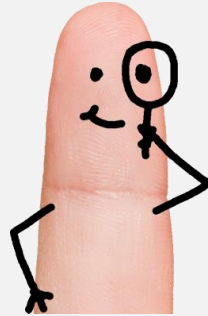
<b>Today's date:</b>	DD/MM/YYYY
<b>Name of departing employee:</b>	Insert Name
<b>Manager name:</b>	Insert Name
<b>Last day of work:</b>	DD/MM/YYYY

The individual named above is leaving the company. Please ensure that each item assigned to you on this checklist is completed before his/her last day of work.

### Checklist – Manager of Departing Employee

Obtain items identified below from the departing employee **on or before** the employee's last day, and forward the items to the individual specified.

<input type="checkbox"/>	If resignation, obtain resignation letter. Forward original letter to HR and a copy to Payroll.
<input type="checkbox"/>	Access keys and key card. Forward to CUSTOMIZER: Insert the individual's title, not name.
<input type="checkbox"/>	Company-issued mobile phone. Forward to CUSTOMIZER: Insert the individual's title, not name.
<input type="checkbox"/>	Job-specific procedures or passwords.
<input type="checkbox"/>	Company-issued credit or phone cards. Forward to CUSTOMIZER: Insert the individual's title, not name.
<input type="checkbox"/>	Parking pass & decal. Forward to CUSTOMIZER: Insert the individual's title, not name.
<input type="checkbox"/>	Company equipment, including laptops, PDAs, printers, and all other equipment belonging to the Company. Forward to CUSTOMIZER: Insert the individual's title, not name.
<input type="checkbox"/>	Company documents, manuals, or books the employee may have had access to when away from the Company facilities. Forward to CUSTOMIZER: Insert the individual's title, not name.



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## Checklist – IT

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*As soon as the employee has left at the end of their last day of work:*

<input type="checkbox"/>	Deactivate or change all computer passwords and login credentials.
<input type="checkbox"/>	Ensure that the employee is no longer able to access the server via VPN or email/webmail.

*As soon as possible after the employee's last day:*

<input type="checkbox"/>	Disable voicemail or record a temporary voicemail greeting redirecting the caller to an alternate contact in interim.
<input type="checkbox"/>	Create back up of the employee's local computer drive.

## Checklist – Office Administration

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*As soon as the employee has left at the end of their last day of work:*

<input type="checkbox"/>	Deactivate departing employee's key cards, or notify building security to do so, as applicable.
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*As soon as possible after the employee's last day:*

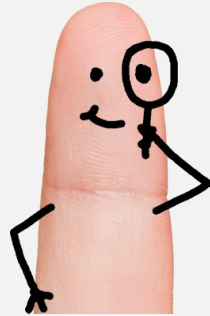
<input type="checkbox"/>	Delete departing employee from staff directory phone list.
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## Checklist – Payroll & Exception Reporting

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*Before the employee's last day of work:*

<input type="checkbox"/>	Determine if the employee owes any money to the Company, and if so, if this should be deducted from the last pay check.
<input type="checkbox"/>	Prepare the final payroll for the employee.
<input type="checkbox"/>	Prepare regulatory termination paperwork.
<input type="checkbox"/>	Remove departing employee from payroll.
<input type="checkbox"/>	Terminate departing employee's benefits with all external carriers.



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