



Staff Departure Checklist

Departing Individual

Today's date:	DD/MM/YYYY
Name of departing employee:	Insert Name
Manager name:	Insert Name
Last day of work:	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.*

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<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.
<input type="checkbox"/>	Before the employee's last day of work, advise IT how their email and voicemail will be handled.
<input type="checkbox"/>	Communicate to Reception where phone calls for the employee should be forwarded in interim.
<input type="checkbox"/>	Communicate to CUSTOMIZER: Example - Reception where the departing employee's incoming mail should be delivered in interim.
<input type="checkbox"/>	Arrange/Delegate final get-together and card for departing employee. This may be a lunch or an after-hours gathering. Note: This is the responsibility of the departing employee's team and is not organized by HR or Administration.

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Checklist – Office Administration

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

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.
<input type="checkbox"/>	Cancel relevant cards, parking, cell phone, calling card, credit card, and other benefits if applicable
<input type="checkbox"/>	If an employee, delete the departing individual from Absences Reporting process.