

ACWA/JPIA

Termination Checklist

Name: _____ Date of Termination: _____

<i>Task</i>	<i>By Whom</i>	<i>Date Conducted</i>	<i>Comments</i>
Review Term. Letter			
Authorize to Release Info			
Inform about COBRA			
Inform PERS will contact			
Inform about Deferred Comp.			
Collect Equipment			
Collect Credit Cards			
Collect Keys			
Final Check			
Confirm forwarding address			
Exit Interview			
Remove from Security			
Send COBRA notice			
Complete Group Insurance Change Form to term medical, dental, vision and EAP			
Notify PERS			
Notify Deferred Comp.			
Remove from Vendor/ Active Employee List			
Notify IT for removal			
Notify Finance to check for Outstanding Items			
Payroll Change			
Update HR system			
Move Personnel Folder			
Form 700 – if applicable			