

# Termination Process/Checklist

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## *Complete Paperwork*

- ☐ Employee Information Form
- ☐ Provide Lay Employee Information Sheet to applicable employees
- ☐ Provide Coverage Termination Letter\*
- ☐ Provide Continuation of Coverage Information\*
- ☐ Provide UNUM Portability Information\*
- ☐ Exit Interview

## *Send Paperwork to Office of Human Resources*

- ☐ Employee Information Form
- ☐ Termination Checklist
- ☐ Exit Interview

## *Update Employment Files*

## *Ensure Employee is terminated on BPS&M File*

- ☐ Refer to BPSM manual to ensure correct processing