

## **Employee Termination Checklist**

Below is everything that needs to be completed when terminating an employee. Please be sure to complete all items on list and then once finished, place the checklist inside employees file.

- Remove Employee from Census
- Remove Employee from Rockstars group
- Remove Employee from R20 Digital App
- Remove Employee from Intranet
- Remove Employee login from Loan Software
- Remove Employee login from HOS (VersiRent)
- Remove employee from Life Insurance program (If Applicable)
- Remove employee information from Google Docs/Calendar
- Last Day Worked MUST be recorded on employee file
- IF employee QUIT or was TERMINATED all paperwork as to why or any correspondence with employee (including all write-up forms to support termination) MUST be included inside employee file.
- Retrieve (If applicable): store key, work shirts, jackets, etc.
- IF employee has a PDL/LOC/RTO we MUST have plan from employee to take care of these accounts. \*Find out where employee will be employed after leaving.
- Let employee know last check will be a paper check (should be mailed to Hutchinson store OR employees store-only if employee has RTO/LOC/PDL/Store Key to be returned)