



# TERMINATION CHECKLIST – BENEFITED EMPLOYEE

Complete the supervisor portion of this form and submit with the Personnel Action Form (PAF)

EMPLOYEE NAME: \_\_\_\_\_ TERMINATION DATE: \_\_\_\_\_

### SUPERVISOR ACTION ONLY

Date & Initial

Termination Paf (Attach supporting documentation e.g. resignation letter, discharge notice etc.) \_\_\_\_\_

Exit Interview \_\_\_\_\_

#### Items to be returned

- Keys       Check if not applicable       Credit Card       Check if not applicable
- Computer    Check if not applicable       Cell Phone       Check if not applicable
- \_\_\_\_\_ (other)

### FOUNDATION HUMAN RESOURCES ACTIONS

#### Payroll

Termination Paf       Final Timesheet \_\_\_\_\_

#### Send to Employee

Separation Letter       DE 2320 \_\_\_\_\_

COBRA Notice (as applicable) \_\_\_\_\_

- Acknowledgement      - Certification of Coverage      - Hipp Notice
- Enrollment Form      - Election Form      - Rate Sheet for Cobra Coverage

Life Insurance Conversion/Portability \_\_\_\_\_

#### Additional Actions (as applicable)

Confirm return of AmerEx \_\_\_\_\_

Confirm Parking Cancellation \_\_\_\_\_

Health Insurance Removal \_\_\_\_\_

Life/Voluntary Life \_\_\_\_\_

Dental Insurance Removal \_\_\_\_\_

Long Term Disability Removal \_\_\_\_\_

Vision Insurance Removal \_\_\_\_\_

401(k) HR Director \_\_\_\_\_

Notify Accountant of Separation (for Flex) \_\_\_\_\_

Check for Live Scan, DMV, ABRA, Workplace Answers \_\_\_\_\_

#### Notify via email

- Central Operations Support CCSV       PeopleSoft – Holly Soldavini \_\_\_\_\_
- Wildcat Card – Zhang, Binhzhen “Sally”       Library – Paula Woods
- Key Shop – Mark Gonzalez       AS/Foundation Computer Center – Matt Norby & Brian Buie