

## DEPARTURE CHECKLIST

This checklist can be used for both voluntary and involuntary departures from the organization.

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTURE DATE:** \_\_\_\_\_  **RESIGNATION LETTER RECEIVED (IF APPLICABLE)**

### IDENTIFY THE ITEMS THAT NEED TO BE RETURNED OR DISABLED:

RETURN OF COMPANY PROPERTY	ITEMS TO CANCEL OR DISABLE
<ul style="list-style-type: none"> <li><input type="checkbox"/> Keys to buildings, vehicles, office, desk, filing cabinet and other property</li> <li><input type="checkbox"/> Company Vehicles</li> <li><input type="checkbox"/> Company credit cards</li> <li><input type="checkbox"/> Company ID cards / badges</li> <li><input type="checkbox"/> Electronic access cards or security passes</li> <li><input type="checkbox"/> Cellphones / pagers</li> <li><input type="checkbox"/> Laptops</li> <li><input type="checkbox"/> Uniforms and clothing</li> <li><input type="checkbox"/> Tools and Equipment</li> <li><input type="checkbox"/> Portable computer terminals and related equipment not at work location.</li> <li><input type="checkbox"/> Passwords and other information needed to access computer files and telephone messages.</li> <li>_____</li> <li><input type="checkbox"/> All reference materials (department files, manuals, computer files, etc.)</li> <li><input type="checkbox"/> Any material that may be at the employee's home.</li> <li>_____</li> <li><input type="checkbox"/> Other property: _____</li> <li>_____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Building access (keys, entry code, swipe card)</li> <li><input type="checkbox"/> Electronic access cards</li> <li><input type="checkbox"/> Company credit cards</li> <li><input type="checkbox"/> Company telephone cards or authorization codes</li> <li><input type="checkbox"/> Telephone / voicemail</li> <li><input type="checkbox"/> Signing authority</li> <li><input type="checkbox"/> Banking / Petty Cash authority</li> <li><input type="checkbox"/> Passwords for shared computer accounts, networks, online systems: _____</li> <li><input type="checkbox"/> Access to any online systems/user accounts, shared documents: _____</li> <li><input type="checkbox"/> Employee's entry in payroll system</li> <li><input type="checkbox"/> Employee's inclusion on distribution / telephone lists</li> <li><input type="checkbox"/> Paid subscriptions, magazines _____</li> <li><input type="checkbox"/> Memberships in professional organizations _____</li> <li><input type="checkbox"/> Other items: _____</li> </ul>
PAYOUT OF COMPENSATION	OTHER ADMINISTRATIVE TASKS
<p>Note: For involuntary departure, all monies owed to an Employee must be paid within 48 hours of termination. Calculate and Process the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wages/Salary</li> <li><input type="checkbox"/> Vacation Pay, and any statutory holiday pay</li> <li><input type="checkbox"/> Expenses or reimbursements</li> <li><input type="checkbox"/> Severance pay</li> <li><input type="checkbox"/> Overtime pay</li> <li><input type="checkbox"/> Commissions or bonuses</li> <li><input type="checkbox"/> Repayments of advances</li> <li><input type="checkbox"/> Payment in lieu of notice</li> <li><input type="checkbox"/> Other payouts: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare employee's Record of Employment</li> <li><input type="checkbox"/> Notify relevant stakeholders of employee's departure</li> <li><input type="checkbox"/> Notify Network Administrator/IT of the date and time to terminate the employee's access to systems.</li> <li><input type="checkbox"/> Make arrangements for how accounts will be routed to ensure you will not lose contact with clients.</li> <li><input type="checkbox"/> Schedule an Exit Interview with employees who have resigned</li> <li><input type="checkbox"/> Advise employee of impact to their benefits (RRSP / Extended Medical / Pension / Employee Assistance)</li> <li><input type="checkbox"/> Inform the employee to let the company know of any change in address for T4 purposes.</li> <li><input type="checkbox"/> Other items: _____</li> </ul>

**COMPLETED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_