



Employee Separation Checklist

Completed by Supervisor

Employee Name	Location / Program	Term Date
Supervisor Name	Reason for leaving:	

If voluntarily released from service

- Resignation/Retirement letter submitted to Supervisor with appropriate notice

If involuntarily released from service

- Documentation of reason for release (i.e. Elimination of Position, Reduction of Staff due to loss of Funding, etc.)
- Documentation of performance issues and disciplinary action is in employee file
- Security Notified for exit meeting, as appropriate

Prior to last day of employment

Office Administrator

- Schedule exit interview (*If Voluntary*)
- Enter Termination Date in Crescent Payroll/ BenefitsConnect System (*benefits effective through end of the month of separation*)
- Final Expense Reports Submitted.

Accounting/ Finance

- 12 Mo. Continuation Letter issued via Benefits Connect / Gallagher billing office
- Final paycheck is being prepared
- Check final balances on credit card/cancel Pay out unused accrued *vacation* leave balance
- NOTE: SICK time balances are *not* paid out

Office Coordinator/Facilities

- Cancel **voicemail** account effective employee's last day.
- Request to have employee's **network access** closed effective employee's last day.

Final Expense Reports paid

On last day of employment

- Provide Blank Health Continuation form/*explain original will arrive via US Mail to home address*
- Last paycheck - required by Louisiana Law to be paid within 15 days of separation or at next regular payroll, whichever is sooner!

please check one:

- Provided at exit interview OR
- Mailed after termination date

- Provide 401 (k) Contact Info
Employee record must be 'termed' in Crescent Payroll cannot access funds until 2 - 4 weeks
- Address Changes Verified

- Collect security card/name tag/keys
- Collect or verify computer system(s) equipment Collect archdiocesan cell phone
- Collect phone card / Collect creditcard
[Complete 'Receipt of Property' form]

- Have email closed/forwarded
- Exit Interview Discussion
- Departure is communicated to staff
- Eligible for rehire? Yes No
- Terminate status in the Crescent Payroll

After last day of employment

- Check for any additional amounts owed for equipment, health coverage, etc.
- Mail final pay stub to former employee if necessary.
 - Employee submits request for Continuation of Health coverage to Gallagher Billing Offices*
 - Benefits cancellation notices auto-feed to carriers to stop coverage for Dental, Vision, and or Health*
 - Health continuation for up to 12 months; discontinues at conclusion of period or for non-payment*

Employee: _____

Office: _____

Date: _____

Supervisor / Site Administrator: _____

Date: _____