



Diocese of Santa Rosa - Employee Separation Checklist

Employee  
Name: \_\_\_\_\_

Date: \_\_\_\_\_



<input type="checkbox"/>	Approved plan and approach from Diocesan attorney if it is an involuntary separation.
<input type="checkbox"/>	Termination form/letter (including brief reason(s), rehire eligible, etc) OR
<input type="checkbox"/>	Resignation letter signed, dated, with last day of work recorded (if applicable)
<input type="checkbox"/>	Final timesheet, completed expense reports, vacation reconciliation
<input type="checkbox"/>	Final paycheck and vacation accrual payout (if applicable)
<input type="checkbox"/>	Submit a Lay Employee Action Form
<input type="checkbox"/>	Provide information regarding confidentiality, ongoing benefits (ie. Cobra, Pension, etc),
<input type="checkbox"/>	Return ID badge/keys
<input type="checkbox"/>	Return any materials/equipment (laptops, cell phone, flash drives, binders, etc)
<input type="checkbox"/>	Change alarm codes/passwords
<input type="checkbox"/>	Remove access to accounts (accounting, databases, social media, etc.)
<input type="checkbox"/>	Cancel credit cards if applicable
<input type="checkbox"/>	Inform appropriate parties of separation (staff, vendors, BAS, Reta, One America, parents, parish, etc)
<input type="checkbox"/>	Exit interview if applicable (what are their plans after they leave, suggestions about the position, etc)