

Termination Process/Checklist

Complete Paperwork

- Employee Information Form
- Provide Lay Employee Information Sheet to applicable employees
- Provide Coverage Termination Letter*
- Provide Continuation of Coverage Information*
- Provide UNUM Portability Information*
- Exit Interview

Send Paperwork to Office of Human Resources

- Employee Information Form
- Termination Checklist
- Exit Interview

Update Employment Files

Ensure Employee is terminated on Findley File

- Refer to Findley manual to ensure correct processing