

Employee Name _____

Employee ID # _____

Department/School _____

Termination Date _____

Last Work Day _____

Last Day Paid _____

Separation Checklist

✓	TRANSFER, RETIREMENT, OR RESIGNATION	Date Completed
	Resignation/Retirement Letter Received	
	Complete Action Form - Employee Portal Action Form for terminations or paper Action Form for transfers. This includes non-renewals.	
	Sick Pay Out (Yes or No)	
	Supplement's Termination Form (If employee receives a supplement)	
✓	COMMUNICATION	Date Completed
	Exit Survey (Select One)	
	Meeting with Admin	
	Meeting with Chief Human Resources Officer or Deputy Superintendent	
	Email	
	Updated Contact Information (Send to Human Resources)	
✓	PAYROLL	Date Completed
	Send Email to Payroll to inform the separation	
	Inform employee of last paycheck date	
	Check "Paid Thru Date" in Master Payroll Schedule	
✓	Equipment & Other Items	Date Completed
	Laptop, charger, and laptop bag	
	IPAD, charger, case/cover, and keyboard	
	Keys	
	ID Badge	
	School District issued cell phone	

Employee Signature: _____

Secretary's Signature: _____

Date:

Date: