

Employee Name _____ Last Day of Employment _____

Termination Checklist

REQUIRED TERMINATION DOCUMENTS

- ☐ Final Paycheck with any accrued and unused PTO/Vacation (Members see "Final Paycheck Worksheet" in HR Forms)
- ☐ Form DE 2320 EDD [For Your Benefit Unemployment Insurance Pamphlet](#)
- ☐ [Notice to Health Insurance Premium Payment HIPP](#)
- ☐ [Notice to Employee as to Change in Relationship](#)
- ☐ COBRA – Notify Carrier (if not self administered). If self administered provide:
 - Continuation of Coverage Under COBRA and Certificate of Group Health Coverage HIPPA*
 - COBRA Continuation Coverage Election Notice*
 - Acknowledgement of the Receipt of COBRA Rights*
 - Certificate of Group Health Plan Coverage*

*Required at time of termination for some employers

- ☐ Process commission check per commission agreement (*if applicable*)
- ☐ Process expense reimbursements on next regularly scheduled check-run (*if applicable*)

OPTIONAL TERMINATION DOCUMENT

If the departing employee requests that their final pay be mailed to them (for resignations only), or that their final pay be directed deposited into their account (previously submitted Direct Deposit Authorization Forms are deemed invalid for purposes of the employee's final paycheck), give them this form.

- ☐ [Final Pay Mail or Direct Deposit](#) (*if applicable*)

ITEMS TO RETRIEVE FROM EMPLOYEE

- ☐ Parking pass. Inventory log number _____
- ☐ Employee ID Card. Inventory log number _____
- ☐ Key/key card. Inventory log number _____
- ☐ Laptop/tablet. Inventory log number _____
- ☐ Mobile phone. Inventory log number _____
- ☐ Employee passwords: Device/Password _____
- ☐ Uniform/Company provided apparel _____
- ☐ Other item: _____ Inventory log number _____
- ☐ Other item: _____ Inventory log number _____

All items received by Employer: _____ (signature of Employer Rep.) _____ (date)

Acknowledgement by former Employee: _____ (signature of Employee) _____ (date)

This was prepared by the California Employers Association (CEA). CEA exists for one reason, to help employers become better employers. As a not-for-profit employers association, CEA has been providing human resource solutions and peace of mind for employers since 1937. See more at www.employers.org or call us at 800.399.5331.

©2023 230328 California Employers Association. All rights reserved.