

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)

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 _____

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