



Employee's Name _____

Date _____

This form must be carried to the following departments in order to process an employee's termination. The employee's immediate supervisor is responsible for the proper processing of a termination. Steps must be in order.

Step 1: Personnel

__ Calculate vacation days severance pay for Step 2

__ Deactivate files

1. Performance Review Date _____
2. Rep termination (state) _____
3. Keys _____

Conduct Exit Interview _____

Step 2: Managerial

Type of termination:

__ layoff __ voluntary __ voluntary (in lieu of termination) __ involuntary __ death

Last day of work _____ Date Notice Given _____

Pay through this date _____ Severance pay _____

Vacation (unused) _____

Recommended for rehire:

Same Position __ yes __ no

Step 3: Payroll

Prepare final payroll deposit for involuntary termination _____

Adjust payroll for voluntary termination _____

Step 4: Correspondence

Address to mail correspondence

Step 5:

Faculty and Employee Handbook Exit Procedures _____

Equipment and/or supplies returned _____

Library and other books returned _____

Course syllabi and grade records returned _____

All building keys returned _____

All Platt property returned _____

My Platt College access turned off _____ Date _____

Platt College Email access turned off _____ Date _____

Step 6: Benefits Termination Interview

___ Medical Insurance

___ Cobra Option

___ Dental Insurance- No Cobra Option

___ Disability Coverage- No Cobra Option

___ 401 K- Transfer funds within 5 months

Step 7: Present this form to Director of Financial Services

Employee's Signature

Date

Administrator's Signature

Date