

Termination Checklist for Supervisors and PeopleOps

BEFORE SEPERATION	AFTER SEPERATION	DURING SEPERATION
-------------------	------------------	-------------------

	Involuntary	Voluntary
Admin	<input type="checkbox"/> Termination paperwork reviewed by PeopleOps <input type="checkbox"/> Termination paperwork uploaded into UKG <input type="checkbox"/> Complete Employee's Timecard <input type="checkbox"/> Terminate Employee in UKG <input type="checkbox"/> Notify payroll ASAP to allow 24 business hours for final check to be cut	<input type="checkbox"/> Employee fills out voluntary resignation form <input type="checkbox"/> Resignation form uploaded into UKG <input type="checkbox"/> Complete Employee's Timecard <input type="checkbox"/> Terminate Employee in UKG
Access	<input type="checkbox"/> Notify IT to shut off access to all Hilltop systems and forward emails to appropriate person. <input type="checkbox"/> Shut off access to any program specific systems that IT does not control <input type="checkbox"/> Email Property Services to remove door access/arming codes to buildings <input type="checkbox"/> Put in work order to reset inside door codes (offices, file rooms, etc)	<input type="checkbox"/> Notify IT to shut off access to all Hilltop systems and forward emails to appropriate person. <input type="checkbox"/> Shut off access to any program specific systems that IT does not control <input type="checkbox"/> Email Property Services to remove door access/arming codes to buildings <input type="checkbox"/> Put in work order to reset inside door codes (offices, file rooms, etc)
Property	<input type="checkbox"/> Returned Hilltop Property: <ul style="list-style-type: none"> <input type="checkbox"/> Name Badge <input type="checkbox"/> Time Clock Badge <input type="checkbox"/> Keys <input type="checkbox"/> Uniform Shirts <input type="checkbox"/> Laptop/IT Equipment <input type="checkbox"/> Gait Belt <input type="checkbox"/> Personal items cleaned out of office, desk, locker, etc.	<input type="checkbox"/> Returned Hilltop Property: <ul style="list-style-type: none"> <input type="checkbox"/> Name Badge <input type="checkbox"/> Time Clock Badge <input type="checkbox"/> Keys <input type="checkbox"/> Uniform Shirts <input type="checkbox"/> Laptop/IT Equipment <input type="checkbox"/> Gait Belt <input type="checkbox"/> Personal items cleaned out of office, desk, locker, etc.
Other	<input type="checkbox"/> Notify program leadership of departure, if necessary <input type="checkbox"/> PeopleOps send Employee Experience Departure Survey <input type="checkbox"/> PeopleOps conduct optional departure interview (per employee request on survey)	<input type="checkbox"/> PeopleOps send Employee Experience Departure Survey <input type="checkbox"/> PeopleOps conduct optional departure interview (per employee request on survey)