

Separation Checklist for Supervisors and PeopleOps

BEFORE SEPARATION	AFTER SEPARATION	DAY OF SEPARATION
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	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 (must happen day of separation) <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 or informs you of resignation in writing <input type="checkbox"/> Resignation uploaded into UKG <input type="checkbox"/> Terminate Employee in UKG (Must happen no later than day of separation – should do this before day of separation) <input type="checkbox"/> Complete Employee's Timecard
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/iPod <input type="checkbox"/> Gait Belt <input type="checkbox"/> Company Credit Card <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/iPod <input type="checkbox"/> Gait Belt <input type="checkbox"/> Company Credit Card <input type="checkbox"/> Personal items cleaned out of office, desk, locker, etc.
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)
Other	<input type="checkbox"/> Notify program leadership/participants/vendors 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"/> Notify program leadership/participants/vendors 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)