# Before Separation

[ ]  Termination paperwork reviewed by PeopleOps *(involuntary termination only)*

[ ]  Notify payroll ASAP to cut final paycheck before termination meeting occurs *(involuntary termination only)*

[ ]  Employee fills out voluntary resignation form or informs you of resignation in writing

[ ]  Start workflow to terminate employee in UKG. *NOTE: This must happen no later than the day of separation, you should do this before the last day worked. For involuntary terminations, submit this as soon as conversation has happened.*

[ ]  Upload termination or resignation into UKG documents

# Day of Separation

[ ]  Complete employee’s timecard

[ ]  Upload termination or resignation into UKG documents

[ ]  Ensure they return all Hilltop Property

[ ]  Name Badge

[ ]  Keys

[ ]  Uniform shirts

[ ]  Laptop/IT Equipment/iPod

[ ]  Gait Belt

[ ]  Company Credit Card

[ ]  Ensure they clean out their personal items from office, desk, or locker

[ ]  Notify IT to shut off access to all Hilltop systems

[ ]  Notify IT to forward emails to appropriate person

[ ]  Shut off access to any program specific systems that IT does not control

[ ]  Email property services to remove door access & arming codes to buildings

[ ]  Put in work order to reset inside-the-building door codes (offices, file rooms, etc)

[ ]  Notify program leadership/participants/vendors of departure, if necessary