

# AW COLLISION CENTERS Termination Checklist

Employee's Name  **Date Of Termination**

Supervisor's Name  **Location**

## Return of Property

	<u>Yes</u>	<u>N/A</u>	<u>Exceptions</u>
Keys	<input type="checkbox"/>	<input type="checkbox"/>	
ID Cards	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Computer	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Accessories	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	
Pager	<input type="checkbox"/>	<input type="checkbox"/>	
Tools	<input type="checkbox"/>	<input type="checkbox"/>	
Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	
Petty Cash	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>YES / NO</u>	
Confirm that the employee has no outstanding balance on any employee loan.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Make arrangements for an exit interview.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Discuss eligibility to continue benefits.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Confirm that voice mail has been deactivated.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Confirm that e-mail has been deactivated.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Discuss releases and any provision for severance.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Discuss schedule for delivery of final paycheck.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Verify or obtain address for future correspondence.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Discuss possible deductions from final paycheck - outstanding debts, deficit in vacation accrual, etc.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>
Confirm that ID Badge has been deactivated.	<input type="radio"/> <input type="radio"/>	<input style="width: 100%; height: 25px;" type="text"/>

Comments