



Team Member Termination Checklist

Team Member Name: _____ Date: _____

Department: _____ Job Title: _____

Start Date: _____ Last Day Worked: _____ Termination Date: _____

Voluntary Termination
(Attach Resignation Letter)

Involuntary Termination
(Attach Corrective Action Form)

What was the reason for termination? _____

Factors leading up to the termination are in the attached form. Note previous coaching/corrective actions

Eligible for rehire? Yes No

Checklist

Initials of Manager

- _____ Send "Required Notification" in Basecamp when team member turns in notice, quits, or is terminated
- _____ *Deactivate in 7Shifts * Done **IMMEDIATELY** at time of Termination!
- _____ Remove from Basecamp if applicable
- _____ List # of points on Attendance Matrix: _____
- _____ Archived in Toast
- _____ Notify HR Manager with a Change of Status Form & Coaching/Action Form
- _____ Collect Company Property (Keys, Credit Card, Computer, Chef Jackets, etc)
- _____ For Shift Leads and Managers (to be done before end of last shift)
 - _____ Changed Key Code
 - _____ Alarm Code (must be done by Ops Mgr, COO, or Owner)
 - _____ Change Safe Code

Initials of HR Manager

- _____ Update in Paychex
- _____ Remove from payroll sheets after final paycheck is processed
- _____ Benefit Pay if applicable (Accrued PTO)
- _____ Give employee benefit information if applicable (COBRA, etc)
- _____ Insured Driver
- _____ Pull File

PTO Balance: _____

Manager's Signature: _____ Date: _____

HR Manager Signature: _____ Date: _____