



## 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 improvement action forms)

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: \_\_\_\_\_
- \_\_\_\_\_ Clear name from 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
  - \_\_\_\_\_ Remove Access from Social Media (FB/IG/Yelp/TA)

#### **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: \_\_\_\_\_