|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE NAME:** |       | **LAST DAY OF EMPLOYMENT:** | Tap to enter a date. |

**
EMPLOYEE SEPARATION CHECKLIST***Once checklist is complete and all parties have signed off on their portion, it will go into employee’s file.*

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| **EMPLOYEE** (for voluntary separations) |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Resignation/Retirement Letter | *EE Initials* | *Date* |
| [ ]  Complete Exit Survey from HR | *EE Initials* | *Date* |
| **SUPERVISOR** |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Collect building keys/fob | *Sup Initials* | *Date* |
| [ ]  Collect all CCU equipment: | *Sup Initials* | *Date* |
| * Drawer/desk keys
* Token(s)
 | * Laptop
* Jet packs, remote equipment, etc.
 | * Cell phone (unlocked & password surrendered)
 |
| [ ]  Balance teller drawer\* and sell back to vault (if applicable) **\*dual control count**  | *Sup Initials* | *Date* |
| [ ]  Set Auto Replies/OOO in Outlook “\_\_ is no longer with CCU, please contact \_\_\_ for assistance” | *Sup Initials* | *Date* |
| [ ]  Forward any emails that need to be kept/followed up on (IT will be deleting email account) | *Sup Initials* | *Date* |
| [ ]  Delete from LSC Prepaid (if applicable) | *Sup Initials* | *Date* |
| [ ]  Clean out S: Drive folder and move to *Terminated Employees* folder | *Sup Initials* | *Date* |
| **IT** |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Disable computer/network access | *IT Initials* | *Date* |
| [ ]  Disable phone extension (and direct line if applicable) | *IT Initials* | *Date* |
| [ ]  Disable voicemail | *IT Initials* | *Date* |
| [ ]  Deactivate ShareFile/RightSignature account | *IT Initials* | *Date* |
| [ ]  Deactivate Adobe account | *IT Initials* | *Date* |
| [ ]  Remove employee from email group/distribution lists | *IT Initials* | *Date* |
| [ ]  Disable e-mail account (after supervisor has saved any necessary emails) | *IT Initials* | *Date* |
| [ ]  Update CCU Equipment spreadsheet with HR | *IT Initials* | *Date* |
| **EXECUTIVE MANAGEMENT TEAM** |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Disable alarm security codes | *EMT Initials* | *Date* |
| [ ]  Remove user from CUNA Mutual | *EMT Initials* | *Date* |
| **MEMBER EXPERIENCE MANAGER** |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Remove from Eltropy (if applicable) | *MEM Initials* | *Date* |
| [ ]  Remove from Co-Op/FIS (if applicable) | *MEM Initials* | *Date* |
| **CREDIT MANAGER** (lenders only) |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Terminate MLO\* in NMLS Registry \*within 30 days | *CM Initials* | *Date* |
| [ ]  Delete access to: | *CM Initials* | *Date* |
| * Archer
* CarFax
* Cars for Sale
 | * FDI Dealer Track
* Idaho SOSbiz (UCCs)
 | * NADA
* State National / InsurTrak
 |
| **EMPLOYEE NAME:** |   |

 **EMPLOYEE SEPARATION CHECKLIST***continued*

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| **BRANCH OPERATIONS MANAGER** |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Disable Forza user | *BOM Initials* | *Date* |
| [ ]  Change CU Employee Relation Code in Forza to *Non-Employee* | *BOM Initials* | *Date* |
| [ ]  Disable Intranet access | *BOM Initials* | *Date* |
| [ ]  Delete access to: | *BOM Initials* | *Date* |
| * Ascensus
* Catalyst / TranZact
* Card Wizard
* Checks for Less
 | * ChexSystems
* Kasasa REDchannel
* PayPoint
 | * TLC360(use “terminate” option to archive data)
* Tyfone Admin Console
 |
| [ ]  Collect Catalyst token & log as returned/available (if applicable) | *BOM Initials* | *Date* |
| [ ]  Remove employee from internal contact lists and directories | *BOM Initials* | *Date* |
| [ ]  Remove from Teams channels/groups and meetings (if applicable) | *BOM Initials* | *Date* |
| **HUMAN RESOURCES** |
| **TASK/DUTY** | **COMPLETED BY (INITIALS)** | **DATE COMPLETED** |
| [ ]  Send email to COO, EVP, Supervisor, ACH Department, and Branch Operations Manager to initiate termination | *HR Initials* | *Date* |
| [ ]  Notify IT of separation (HelpDesk ticket) | *HR Initials* | *Date* |
| [ ]  Send Exit Survey to employee | *HR Initials* | *Date* |
| [ ]  Update Branch Incentive Spreadsheet | *HR Initials* | *Date* |
| [ ]  File documents in employee’s personnel folder* Copy of Resignation Letter (voluntary) or Disciplinary Action/Separation Agreement (termination)
* Employee Status Change Form
* Notes from Exit Interview - send important information to direct supervisor and EMT
 | *HR Initials* | *Date* |
| [ ]  Benefits* Provide employee with information regarding last day of benefits (life, dental, vision, health)
* Check flex (cafeteria plan) participation and inform employee of remaining funds and reimbursement deadlines
* Check PTO balance and inform employee on remaining PTO and how that will be processed
* Inform employee about 401k plan and options (if eligible)
* Inform providers with the employee separation information (health/dental/vision/life insurance: Michelle Winker – Universal Plan – at rickwoodinsurance, CUNA mutual: website)
	+ Michelle will send employee notification of COBRA eligibility
* Terminate insurance to last day of month (Blue Cross, MetLife websites)
 | *HR Initials* | *Date* |
| [ ]  Compensation* Provide notice of policy regarding any outstanding balances for money owed
* Notify employee of when their final paycheck will be
 | *HR Initials* | *Date* |
| [ ]  Contracts/Legal* If it is a termination, no-show, or non-voluntary leave, employee will need to receive a letter with any legal obligations post-employment (noncompete, confidentiality agreements, employment contracts, termination of employee letter, etc.)
 | *HR Initials* | *Date* |
| [ ]  Records* Terminate employee after last payroll has posted in CU People – use “termination wizard”
* Move employee’s personnel file to Dropbox > Payroll and Benefits > Employee Folders > Terminated Employees folder
* Update PTO and bring ending balance to zero:
* Dropbox > Payroll and Benefits > 2021 Payroll (or what year payroll it is in) > 2021 PTO Balances
* Update Payroll folder and move employee to Terminated Employee tab:
* Dropbox > Payroll and Benefits > 2021 Payroll (or whatever year payroll it is in) > 2021 Deductions
* Pull I-9 form to be stored with the terminated employees’ I-9 forms
* Obtain written authorization from employee to respond to employment verification requests
* Update CCU Equipment spreadsheet with IT
 | *HR Initials* | *Date* |