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

**A logo with mountains and a bridge

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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* |