

TERMINATION CHECKLIST

This checklist outlines procedures and guidelines for terminating employment.

Please consult with the Human Resources Department before finalizing an involuntary termination.

- 1. Prepare final paycheck. Employee must be paid for all earned but unused vacation.
- 2. Final paycheck must be given to employee on final day of work under the following circumstances:
 - Employee is being laid off (eligible for recall).
 - Employee has given at least 3 days (72 hours) written notice.
 - Employee is being involuntarily terminated.
- 3. Final paycheck must be given to employee within 3 working days (72 hours) when employee terminates without notice or with less than 3 days (72 hours) notice.
- 4. Schedule exit interview with employee for last day of work.
- 5. Collect badges, keys, electronic and hard copy files, passwords, and any other Archdiocesan property, including any electronic devices, from employee during or after exit interview.
- 6. Explain continuation of benefits. Refer employees who are retiring to the Pension Services at (866) 907-5472 for information about their pension.
- 7. Payroll practitioner needs to submit a help desk ticket to payroll to terminate or change the employee's health and/or voluntary benefits. The information about the employee's benefit termination or change will be sent to Benefit Allocation Services (BAS) on a file from ADP.
 - BAS will mail the continuation of benefits notice to the terminated employee.
 - The administrator will receive a PDF file of the terminated employee's continuation of benefits packet by email from BAS.
 - The Hartford will send the employee information about continuation of supplementary life insurance and disability benefits. For further information and forms contact the Insurance Department at (213) 637-7671.
- 8. For additional guidance, review the [Administrative Handbook, Section 5.9.6](#). If you need assistance, contact the Insurance Department at the ACC at (213) 637-7671.