

**EMPLOYEE SEPARATION CHECKOFF LIST**  
**(Two people should be present at exit interview, HR/Manager)**

**SEPARATED EMPLOYEE** \_\_\_\_\_

**MANAGER RESPONSIBILITY**

- PAF form filled out online and submitted ASAP!
- Resignation Notice signed
- Return Key/Security Card
- Remind of Non-Compete
- IATAN Card returned
- Company Credit Card returned
- Equipment returned (Laptop, cell phone etc.)
- Check with accounting and HR to make sure they do not have any outstanding advances
- Make sure we get an address to overnight their last paycheck etc.

**HR RESPONSIBILITY**

- Cancel Life Insurance
- 401(k)/125 notified
- Cancel Medical Insurance
- Cobra
- PTO Pay, Severance Pay and Other Pay

**ACCOUNTING RESPONSIBILITY**

- Account cleared and deleted
- Advanced deducted

**ITS RESPONSIBILITY**

- Name Deleted from Phone List

## **LONNIE'S RESPONSIBILITY**

Remove from Axtraweb Site