

<b>Team Member Name</b>				
<b>Team Member Personal Email</b>				
<b>Role</b>				
<b>Termination Date</b>				
<b><u>Target Completion Date:</u></b>	<b><u>Task</u></b>	<b><u>Status</u></b>	<b><u>Completion Date</u></b>	<b><u>Comments</u></b>
	Create and Send Separation Letter and add Separation Letter to Cloud Drive			
	Add necessary information to ensure employee is removed from payroll timely.			
	Email Web Team Member about termination so they can update the website			
	1. Reset email password 2. Forward email to Manager 3. Remove from email groups and share drive access (if applicable)			
	Terminate in HRIS			
	1. For non-exempt team members, remove the Manager as time and PTO approver for the terminated employee. 2. Under the performance feature settings, unassign the terminated employee's manager from viewership.			
	Deactivate accounts			
	Disable Internal Social Media Account			
	Deactivate Phone account.			
	Remove Expense account.			
	Revoke access to any additional internal documents.			
	Remove or revoke employee building access (key fob, key, or building passcode)			
	Terminate employee's IT profile on term date.			
	Reset computer and ensure its prepared for new Team Member.			
	Delete in Payroll after final paycheck			
	Change Status to terminated in HSA/FSA portal			
	<b>HR Director Signoff</b>			