

THE FOLLOWING ACCESS WILL NEED TO BE REMOVED: (if applicable)

- Email Yes No N/A
- Building access (keycard) Yes No N/A
- Reset passwords Yes No N/A
- Website logins Yes No N/A
- Shared documents Yes No N/A
- Company specific software Yes No N/A
- _____ Yes No N/A
- _____ Yes No N/A
- _____ Yes No N/A
- _____ Yes No N/A

THE FOLLOWING COMPENSATION ITEMS WILL NEED TO BE DISCUSSED WITH THE EMPLOYEE: (if applicable)

- Post-termination obligations (such as non-compete, confidentiality, non-solicitation)
- Severance pay Yes No N/A
- Unused PTO payout Yes No N/A
- Bonus payout structure Yes No N/A
- Commission payout structure Yes No N/A
- Expense reports outstanding Yes No N/A
- Advances outstanding Yes No N/A
- Final paycheck delivered via: Mail Direct Deposit Employee will pick up final paycheck¹
- _____ Yes No N/A
- _____ Yes No N/A

THE EMPLOYEE WILL NEED TO RETURN THE FOLLOWING ITEMS: (if applicable)

- ID card/badge Yes No N/A
- Door key(s) or electronic card(s) Yes No N/A
- Locker key Yes No N/A
- Credit card(s) Yes No N/A
- Cell Phone Yes No N/A
- Tools Yes No N/A
- Computer/laptop Yes No N/A
- Uniform(s) Yes No N/A
- Company records Yes No N/A
- Business Card Yes No N/A
- _____ Yes No N/A
- _____ Yes No N/A
- _____ Yes No N/A
- _____ Yes No N/A

Form Completed By: _____ Date: _____

¹ Note, that you should calculate the due date of the employee's final check based on applicable state regulations. For terminated Utah employees, final pay is typically due within 24 hours.

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