

An employee leaving the company, even if it is on good terms, is bound to cause some anxiety. Having a plan in place to deal with these situations helps to reduce that anxiety. Here are some tips to help you get started:

If an employee quits or voluntarily resigns:

1. Ask the employee to complete the [Voluntary Resignation Form](#) and keep it in the employee's file. It is a good idea to use this form, even if the employee provides you with a resignation letter. This keeps your process consistent.
2. Schedule an [exit interview](#) with the employee. You may be able to gain some valuable insights from an employee who is leaving voluntarily. One tip, only schedule an exit interview if you actually plan to take their feedback into consideration. Otherwise, it is not worth wasting your time or the employee's time.
3. Review the [Final Pay by State](#) document to understand when the employee must receive their final paycheck.
4. Notify your Payroll Specialist at Helpside as soon as possible that a final check needs to be processed to ensure compliance with final pay laws. You can do this by completing and sending in a [Separation Notice Form](#). Set the appropriate expectation for the employee, so they are not surprised by the final pay timing.
5. If an employee gives you prior notice of their resignation, allow the employee to work up until their resignation date or pay the employee out for that time to prevent having to pay future unemployment claims.

If you are firing or terminating an employee:

1. Consider whether you have followed the progressive discipline process and issues previous warnings using the [Corrective Action Report](#).
2. Consider possible issues with discrimination (age, gender, pregnancy, etc.) or unemployment claims that could come from terminating the employee. If you have followed and documented the progressive discipline process, this is less of a concern. Feel free to discuss with an HR expert at Helpside to better understand the potential risks by calling (801) 443-1090 or emailing humanresources@helpside.com.
3. Complete the [Pre-termination Checklist](#) and the [Separation Notice](#) and review the [Final Pay by State](#) document to prepare for the termination meeting.
4. Notify your Payroll Specialist at Helpside immediately that a final check needs to be processed to remain compliant with final pay laws. Delays in providing payroll data to Helpside may result in a \$50.00 per check express fee in order to meet state date deadlines. You can do this by sending them the [Separation Notice](#) you completed in the step above.
5. Conduct the termination meeting.
6. Communicate with other employees about the termination.

MORE RESOURCES:

[Beating Unnecessary Unemployment Webinar Link](#)
