

TERMINATION CHECKLIST

Transfer Out _____
 Termination/Resignation (Less than 6 months)

Retirement
Deceased

Payroll & Benefit Specialist Initials: _____

Employee Name: _____ SSN: _____ Term Date: _____

SCREEN

ACTION

- MISC Pull employee & timesheet file, merge & note reason and term date on label
 Obtain final timesheet from Manager or Timekeeper
 Life Insurance/UNUM portability forms if requested
- P001 Enter timesheet start & end date
- P003 Enter timesheet using "N" codes (RGN, VAN, SLN, HON)
- P010 **[PRINT]** Add final check date & pay period end date (except for transfers)
 Change to Single-0 withholding effective next pay period
 Retirees Only: change retirement subject to NNN effective next pay period
- P030 Verify Personnel Records has processed the termination
 Hourly Rate _____
- P070 Delete ACH Net Deposit back three months (except for transfers)
 Delete fixed deposits & misc. deductions in next pay period
 Deduct all money owed to DOC for overpayments
 Notify Child support office, creditors/garnishors, trustees
- P435 **[PRINT]** Prorate current month leave accruals (and previous month's if pay period has not closed) & add as advance if ≥ 32 hrs.
 Transfer to clearing acct. SL _____ with 2 year expiration (60 days for retirees)
 Zero VA & PB if less than 6 months service (zero PB for retirees)
 Transfer to clearing acct. PB _____ with June 30th expiration
 Zero other leave balances as needed (LO, LS, LX, JD, GL, DL etc.)
- P420 **[PRINT]** Clearing account balances
- P050 Pay off VAP _____ and CTP _____
 Delete IR & DPT in next mo. (if <80 hrs) or in following mo. (if >80 hrs)
- P190 Check for corrective flags in prior months
- P370 **[PRINT]** Verify information & request final paycheck – print copies as needed
 Check previous month for money owed or due employee
- P090 **[PRINT]** Calculate YTD from P370 / write P&F units
- TRANSFERS** Transfer 80 hrs VA to clearing unless notified agency accepts more VA _____
 Leave deductions for cloning – reminder on Outlook to delete in 2 months
 Copy insurance, PERS & other records for file
 Send originals to new agency noting where & when on copies
- PEBB **[PRINT]** Enter termination approval on PDB screen
- PERS *Attach all printed screens to this checklist & place in employee file*