

## Employee Exit Checklist

- \_\_\_\_\_ Remove mechanic license # from invoicing software
- \_\_\_\_\_ Remove certificates from walls and give to employee
- \_\_\_\_\_ Remove certificates from employee's file and give to employee
- \_\_\_\_\_ Gather personal items and give them to employee
- \_\_\_\_\_ Laptop and/or PC: Review what is on computer, update as needed
- \_\_\_\_\_ Clean employee's work area (desk, etc.)
- \_\_\_\_\_ Recover shop tools and equipment from employee
- \_\_\_\_\_ Recover employee's shop cell phone
- \_\_\_\_\_ Recover employee's shop keys
- \_\_\_\_\_ Recover employee's uniforms, count to match inventory
- \_\_\_\_\_ Recover shop manuals and books
- \_\_\_\_\_ Recover shop training materials
- \_\_\_\_\_ Change shop security codes
- \_\_\_\_\_ Change locks
- \_\_\_\_\_ Recover outstanding accounts receivable
- \_\_\_\_\_ Deductions from pay which are applicable
- \_\_\_\_\_ Vacation and holiday pay reconciliation
- \_\_\_\_\_ Print final paycheck and give to employee
- \_\_\_\_\_ Notify insurance company: Health
- \_\_\_\_\_ Notify insurance company: Workman's compensation
- \_\_\_\_\_ Notify insurance company: Other \_\_\_\_\_
- \_\_\_\_\_ Updates to employee retirement accounts
- \_\_\_\_\_ Notify employee of cancellation of benefits
- \_\_\_\_\_ Update printed materials which have employee photo and/or info
- \_\_\_\_\_ Update pages on website which have employee photo and/or info
- \_\_\_\_\_ Update advertising which has employee photo and/or information
- \_\_\_\_\_ Add exit information to employee's file
- \_\_\_\_\_ Change password for: \_\_\_\_\_
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- \_\_\_\_\_ Change password for: \_\_\_\_\_
- \_\_\_\_\_ Change password for: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

\*Update this checklist as needed