

NY State Employee Termination

The Checklist



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NYS Employee Termination: The Checklist

Conduct the Meeting in Sequence as Follows:

1. Purpose

Tell the employee the purpose of the meeting. Although the reason for termination should be communicated, there is no need to go through a step-by-step analysis of the documentation supporting the reason for discharge.

2. Advise

Advise that the decision is final and cannot be reversed.

3. Other Positions

Where appropriate, inform the terminated employee that alternative, in house positions were explored.

4. Emphasize

Emphasize that all relevant factors were reviewed.

5. Unanimous Decision

If applicable, stress that everyone involved in management activities agreed to the decision.

6. Effective Date

Tell the employee the effective date of the termination.

7. Review

Review with the employee a written summary of benefits. This summary should include, where applicable, severance pay, compensation for vacation and sick time, continuation of health and life insurance benefits, other benefits and re-employment assistance.

___ **Vacation/Sick** **Amount:** _____ **Date Issued:** _____

___ **Severance** **Amount:** _____ **Date Issued:** _____



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Conduct the Meeting in Sequence as Follows:

8. Paychecks

Have final paychecks ready. If the employee is to leave immediately, have any final checks, benefits or vacation payments prepared and inform the employee how to collect their personal belongings and leave the premises.

___ **Final Paycheck** **Amount:** _____ **Date Issued:** _____

___ **Terminated in System** **Date Completed:** _____

___ **Disable System Access** **Date Completed:** _____

9. Other Options

A. Provide the employee with a written summary of projects to be transferred to ensure a smooth transition of work if the employee will remain as an active employee for a period of time.

B. Outline the next steps in the termination process, such as the last day of work and the return of company property such as ID, keys, and credit cards by that date.

___ **Keys** **Date Returned:** _____

___ **ID Card / Badge** **Date Returned:** _____

___ **Credit Card** **Date Returned:** _____

___ **Cell Phone** **Date Returned:** _____

___ **Computer** **Date Returned:** _____

___ **Other** **Date Returned:** _____



