

EMPLOYEE TERMINATION PAPERWORK CHECKLIST

Name: _____

Termination Date: _____

The following documentation should be completed upon employee termination:

- _____ Resignation letter that includes employee's last day of employment.
- _____ Employee Data Change Sheet - OJA 202 (Available on the intranet)
- _____ Request for Permission to Fill Vacancy

The following resources should be provided to employee upon termination:

- _____ COBRA Health Benefits Information (Available on the intranet)
- _____ KPERS Information - *Leaving Employment KPERS Information* (Available on the intranet)
- _____ Conversion of Life Insurance (Available on the intranet)
Standard Life Insurance Conversion Information and Form
Standard Life Election of Portable Term Life

Employee should be informed about the following before leaving employment:

- _____ Remind employee to notify OJA of address changes for W-2
(W-2 is accessible through the Employee Self-Service Center, which is available to employee one year after termination.)
- _____ Inform employee the date of last paycheck