# SUPERVISOR GUIDE TO THE EMPLOYEE TERMINATION CHECKLIST

1. When an employee puts in their resignation and/or is terminated, the assigned supervisor will receive a notification in Kronos that they have a checklist to complete. This checklist must be completed on the last day of employment, with the employee.

2. On the employees last day of employment, you will need to login to Kronos, click on the bell (to do notifications), and then click My Checklists (as shown above).
3. Select the checklist that corresponds to the employee that is terminating and then select go to checklist at the bottom right corner.

4. Once the checklist is open, you will see a list on the left-hand side of items you will need to go through with the employee, on their last day of employment.
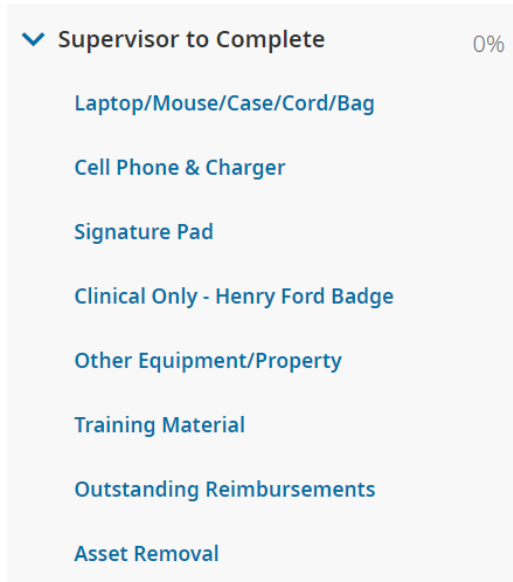
5. Go through the entire checklist and mark the item as complete to ensure return of items. If the employee was never assigned one of the listed items, simply mark it as complete.

Be sure you are reading the instructions at the top of each section for clarification

6. Once all items are marked as complete, your checklist is done. At that time, please return all items to IT (or the Governance Department if IT staff are not on site that day). If there are any items that are not returned, please inform People & Culture and they will reach out to the employee for collection.

For questions regarding completion of the termination checklist for employees, please reach out to Megan Woods or Nikki Thomsen for assistance.