

*This checklist outlines the steps that a manager should apply when an employee is involuntarily vacating their position.*

<b>INVOLUNTARY END OF EMPLOYMENT CHECKLIST</b> <b>Manager Checklist</b>		
<b>Upon decision of termination, complete the following portion of the checklist:</b>		
<b>Notification</b>	<ul style="list-style-type: none"> <li>○ Meet with Business Partner Team to discuss details of termination including approach of communication with employee and roles and responsibilities during meeting.</li> <li>○ Prepare and provide letter of termination to employee (Date of delivery dependent on reason for termination).</li> <li>○ Notify HRSC in writing once you are aware of the termination.</li> <li>○ Manager is responsible for sending the Letter of Termination to the HRSC if it is because a term is ending. The Business Partner Team is responsible to send the Letter of Termination to HRSC for all other involuntary situations. * <b>Note:</b> If employee is &gt; or = age 50, please verify if employee is resigning or retiring, as this impacts benefit</li> </ul>	<input type="checkbox"/>
<b>Entitlements</b>	<ul style="list-style-type: none"> <li>○ Advise employee that annual entitlements will be pro-rated for the fiscal year to last day paid. If employee has a positive vacation leave, SDO or time in lieu balance, entitlements will be paid out.</li> <li>○ Any negative entitlement or other bank balances (e.g. time in lieu) will be processed in accordance with the Salary Overpayment and Recovery Guidelines.</li> </ul>	<input type="checkbox"/>
<b>Timecards</b>	<ul style="list-style-type: none"> <li>○ Ensure all timecards have been entered by running the Timecard Inquiry Report. If all timecards have not been entered, request employee to submit missing timecards for approval.</li> <li>○ If there are any future dated timecards please have employee delete them.</li> <li>○ Ensure employee timecard delegate status is terminated (contact Ministry Administrator for assistance when applicable)</li> </ul>	<input type="checkbox"/>
<b>Outstanding Debts</b>	<ul style="list-style-type: none"> <li>○ Check with Financial Branch to verify if there are any outstanding debts:               <ul style="list-style-type: none"> <li style="width: 33%;">• Accountable Advance</li> <li style="width: 33%;">• Education Advance</li> <li style="width: 33%;">• Petty Cash Advance</li> <li style="width: 33%;">• Relocation Expense</li> <li style="width: 33%;">• Travel Advance</li> </ul> </li> <li>* Indicate debt details on Termination Notification form. See Timecard / Termination form section below.</li> </ul>	<input type="checkbox"/>
<b>Government Systems</b>	<ul style="list-style-type: none"> <li>○ Five days prior to termination submit a request to remove computer access including specific applications [i.e. One Client Service Model (OCSM), remote access (i.e. VPN, Connectra, etc.), mailboxes, etc.].</li> <li>○ Send request to remove MIDAS access to your MIDAS ministry approver on employee's last day of employment:               <ul style="list-style-type: none"> <li>○ MIDAS Financials to your Financial/Corporate Services Branch</li> <li>○ MIDAS HR/Payroll to your Business Partner Team</li> <li>○ MIDAS Timekeeping Administrator to <a href="mailto:PSCMIDAS-MHD@gov.sk.ca">PSCMIDAS-MHD@gov.sk.ca</a></li> </ul> </li> <li>○ Advising employee to remove all applications from home computer that were obtained through the Employer/Microsoft agreement.</li> <li>○ Providing updates to appropriate coordinator:               <ul style="list-style-type: none"> <li style="width: 50%;">• Distribution Lists (internal)</li> <li style="width: 50%;">• Email Groups (admin support)</li> <li style="width: 50%;">• Telephone Records / Government</li> <li style="width: 50%;">• Signing Authorities (Financial/Corp Directory (Corporate Services) Services)</li> <li style="width: 50%;">• Organization Charts (BUSINESS PARTNER)</li> <li style="width: 50%;">• Scheduling Lists (internal)</li> </ul> </li> <li>○ Ensure that government landline phone calls are not forwarded to personal cell phones</li> </ul>	<input type="checkbox"/>
<b>Staff Planning / Replacement</b>	<ul style="list-style-type: none"> <li>○ Please refer to the <a href="#">STAR website</a> for information about the staffing process. Your HR Consultant is also available for support.</li> </ul>	<input type="checkbox"/>
<b>Work Transition</b>	<ul style="list-style-type: none"> <li>○ Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge.</li> <li>○ Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable).</li> <li>○ Develop a transition plan for departing employee's workload. This should include timelines and an outline of temporary job and training responsibilities.</li> <li>○ Communicate transition plan to co-workers and any other stakeholder(s).</li> </ul>	<input type="checkbox"/>
<b>On day of termination, complete the following portion of the checklist:</b> <b>If Termination date is prior to today's date this prompts immediate action</b>		
<b>Notification</b>	<ul style="list-style-type: none"> <li>○ Meet and present letter of Termination to employee (in conjunction with Business Partner Team). * Depending if termination is with/without cause and scope of employee, a severance offer may be presented.</li> <li>○ Manager is responsible for sending the Letter of Termination to the HRSC if it because a term is ending. The Business Partner Team is responsible to send the Letter of Termination to HRSC for all other involuntary</li> </ul>	<input type="checkbox"/>
<b>Timecard / Termination</b>	<ul style="list-style-type: none"> <li>○ Complete Termination Notification Form and send to HRSC.</li> <li>○ Ensure supplementary pay requests are submitted to HRSC (e.g. TAHD).</li> <li>○ Ensure all timecards have been completed and forwarded to the Timekeeper.</li> </ul>	<input type="checkbox"/>

<b>Notification Form</b>		
<b>Government Property</b>	<ul style="list-style-type: none"> <li>o Collection of government property may occur on the last day of employment or as appropriate, including but not limited to: <ul style="list-style-type: none"> <li>• Security / Access Card</li> <li>• Cell Phone / Blackberry / Pager</li> <li>• ID Card</li> <li>• Transit Pass (Regina only) / Parking Pass</li> <li>• Calling Card(s)</li> <li>• Credit Card(s) / Purchasing Card*</li> <li>• Keys / Uniform</li> <li>• Computer / Office Equipment</li> </ul> </li> </ul> <p>*If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser*</p> <ul style="list-style-type: none"> <li>o Record passwords pertaining to accessing telephone messages and computer files.</li> <li>o Advise employee to record final voicemail greeting with phone number of contact person.</li> <li>o Forward Transit Pass to HRSC.</li> </ul>	<input type="checkbox"/>
<b>Personal Property</b>	<ul style="list-style-type: none"> <li>o If employee prefers to retrieve personal belongings privately at a later date and time, arrange to accompany employee for this purpose.</li> </ul>	<input type="checkbox"/>
<b>HRSC / PEBA Employee Communication</b>	<ul style="list-style-type: none"> <li>o Advise employee to contact HRSC if he/she has an address change for T4 purposes.</li> <li>o Advise employee that their final pay stub and entitlement report will be available in PSC Client.</li> <li>o Advise employee that PEBA will be contacting him/her regarding pension options.</li> <li>o Advise employee to contact the HRSC to discuss the conversion option for Group Life Insurance.</li> </ul>	<input type="checkbox"/>
<b>Record of Employment (ROE)</b>	<ul style="list-style-type: none"> <li>o Advise employee that the ROE will be sent electronically to Service Canada.</li> <li>o Advise employee that they can apply for EI before they receive their ROE (if applicable).</li> </ul>	<input type="checkbox"/>