

# Termination Process

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## Overview

Decision is made by employee or organization to end employment.

## Policy Summary

Employee Handbook:

- 304 – Vacation Benefits
- 604 – Employment Termination

## Related Documents

- Employee Information Sheet (EIS)
- Helpful Information
- I-9 Retention Worksheet
- Exit Interview Questionnaire

## Procedure

Step	Action	Resp.	Comments
1	Complete EIS.	Business Manager	<ul style="list-style-type: none"><li>• Collect data from manager</li><li>• Acquire signature</li></ul> Located: <a href="https://kcsjatholic.org/hrdocs/">https://kcsjatholic.org/hrdocs/</a>
2	Schedule & Conduct Exit Interview	Business Manager	<ul style="list-style-type: none"><li>• Exit Interview Questionnaire</li></ul> Located: <a href="https://kcsjatholic.org/hrdocs/">https://kcsjatholic.org/hrdocs/</a>
3	Verify non-work demographic information.	Business Manager	<ul style="list-style-type: none"><li>• Home Address</li><li>• Phone Number</li><li>• Email</li></ul>
4	Collect equipment and property.	Business Manager	<ul style="list-style-type: none"><li>• Credit cards</li><li>• Keys</li><li>• Passwords (computer and telephone)</li><li>• Electronic devices</li><li>• Security card</li></ul>
5	Provide “Helpful Information” document to employee.	Business Manager	Located: <a href="https://kcsjatholic.org/hrdocs/">https://kcsjatholic.org/hrdocs/</a>
6	Verify vacation balance: <ul style="list-style-type: none"><li>• Discuss with employee</li><li>• Include on final check</li></ul>	Business Manager	<ul style="list-style-type: none"><li>• Contact HR as needed for discrepancies</li></ul>
7	Collect payment for unpaid charges/debt: <ul style="list-style-type: none"><li>• Document as appropriate</li><li>• Acquire employee signature</li></ul>	Business Manager	Some examples include: <ul style="list-style-type: none"><li>• Cafeteria balances</li><li>• Benefit premiums</li></ul>
8	Complete termination in Paylocity.	Business Manager	
9	Place EIS in personnel file.	Business Manager	
10	Move I-9 to Destroy File according to Retention Worksheet.	Business Manager	Located: <a href="https://kcsjatholic.org/hrdocs/">https://kcsjatholic.org/hrdocs/</a>
11	Notify SEC to inactivate Virtus account	Business Manager	