

# 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

## 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	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>
3	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>
4	Provide "Helpful Information" document to employee.	Business Manager	Located: <a href="https://kcsjatholic.org/hrdocs/">https://kcsjatholic.org/hrdocs/</a>
5	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>
6	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>
7	Complete termination in Paylocity.	Business Manager	
8	Place EIS in personnel file.	Business Manager	
9	Move I-9 to Destroy File according to Retention Worksheet.	Business Manager	Located: <a href="https://kcsjatholic.org/hrdocs/">https://kcsjatholic.org/hrdocs/</a>