

Employee Termination Checklist

REQUIRED FORMS (See below for additional details)	COPIES TO
<input type="checkbox"/> Termination of Employment (Notification to Centricity Solutions)	Centricity Solutions Account Manager
<input type="checkbox"/> Separation Agreement (required ONLY when a severance amount is paid)	Employee and Centricity Solutions Account Manager
<input type="checkbox"/> General COBRA Rights Due to Your Qualifying Event (Termination) (required ONLY if employee has medical, dental, or vision coverage)	Employee
<input type="checkbox"/> Change in Relationship Notification Form (CA)	Employee and Centricity Solutions Account Manager
<input type="checkbox"/> CA State Unemployment Forms – Form 2320 (For Your Benefit)	Employee
<input type="checkbox"/> Health Insurance Premium Payment (HIPP) Program Notice	Employee

RECOMMENDED FORMS	COPIES TO
<input type="checkbox"/> Exit Interview	Employee file
<input type="checkbox"/> Possession of Property Checklist	Employee file

TERMINATION PROCEDURES

1. Notify your Centricity Solutions Account Manager as soon as you are aware of **any** termination. Final paycheck regulations for your state will be clarified for you at this time. Centricity Solutions will coordinate with you to ensure compliance on this issue. See Step 4.f for further details on final paycheck processing.
2. If termination is **Voluntary (Employee-directed)**, you must obtain a letter of resignation — handwritten, typed with signature, or email will suffice. This must be included with the **Termination of Employment (Notification to Centricity Solutions)** form. Proceed to step 4 below.
3. If termination is **Involuntary (employer-directed)**, documentation (i.e., performance reviews, disciplinary actions, etc.) and Client decision will be reviewed for regulatory, EPLI coverage and contractual compliance. Immediately complete **Termination of Employment (Notification to Centricity Solutions)** and submit to your Centricity Solutions Account Manager along with any additional termination documentation, if appropriate. Your Centricity Solutions Account Manager and Payroll Specialist will provide assistance in determining final pay amounts.
4. On last day of employment, complete and/or provide the following **REQUIRED** materials to the terminated employee:
 - a. **Separation Agreement**

If a separation amount is to be paid, a separation agreement must be completed and signed by the employer and employee. Centricity Solutions will provide a template, which you may either use or incorporate with your own for Centricity Solutions review. Call your Centricity Solutions Account Manager for details. *If this important*

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legal safeguard is disregarded, the Client knowingly accepts sole responsibility for any and all legal consequences arising from this action. EPLI coverage may also be compromised.

b. General COBRA Rights Due to Your Qualifying Event (Termination)

Required if terminating employee subscribes to any of Client's and/or Centricity's medical, dental or vision plans and Client is subject to federal COBRA regulations. This notice is *not* a COBRA election notice. Your Centricity Solutions Account Manager will assist with the issuance of the required COBRA election and HIPP notice.

c. Notice to Employee as to Change in Relationship (California only*)

Complete and obtain employee signature. Per California law, provide a copy to employee for UI claim purposes. Fax or mail a copy to Centricity Solutions for Unemployment Insurance (UI) claim response purposes.

d. EDD Form 2320 – For Your Benefit (California only*)

Per California law, provide a copy of this pamphlet to employee.

e. Health Insurance Premium Payment (HIPP) Program Notice (California only*)

Per California law, provide a copy of this notice to employee.

f. Final Paycheck*

Per California law, final wages including accrued vacation or PTO must be provided at time of termination. If termination was voluntary and employee provided **less than** 72 hours notice, employer has until 72 hours after notice to provide final wages. Please contact your Centricity Solutions Account Manager for further details.

** call your Centricity Solutions Account Manager for requirements in states other than California*