PSP OFFBOARDING CHECKLIST

Employee Name:_____ E2#_____

PRIOR TO LAST DAY

☐ Letter of Resignation	☐ Inform IT
☐ Exit interview (if resigned)	☐ Remind to return company property
☐ 401K form (if enrolled)	☐

ON LAST DAY

☐ Final paycheck	☐ 401K form (if enrolled)
☐ Change in relationship notice	☐ Cobra notice (if on benefits)
☐ Unemployment brochure	☐ Collect company badge
☐ Medical notice (if on benefits)	☐ Collect company stamp

AFTER TERMINATION

☐ Deactivate E2	☐ Email to Team
☐ Update Spreadsheet	☐ Update EE folder
☐ Update Paylocity	☐

Completed Date: _____ By: _____

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