Involuntary End of Employment Manager Checklist

Last revised: October 2021
Last reviewed: October 2021
Next review: October 2022

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

INVOLUNTARY END OF EMPLOYMENT CHECKLIST **Manager Checklist**		
Upon decision of termination, complete the following portion of the checklist:		
Notification	○ Meet with Business Partner Team to discuss details of termination including approach of communication with employee and roles and responsibilities during meeting. ○ Prepare and provide letter of termination to employee (Date of delivery dependent on reason for termination). ○ Notify HRSC in writing once you are aware of the termination. ○ Manager is responsible for sending the Letter of Termination to the HRSC if it is becausea term is ending. The Business Partner Team is responsible to send the Letter of Termination to HRSC for all other involuntary situations. * **Note**: If employee is > or = age 50, please verify if employee is resigning or retiring, as this impacts benefit	☐
Entitlements	○ 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. ○ Any negative entitlement or other bank balances (e.g. time in lieu) will be processed in accordance with the Salary Overpayment and Recovery Guidelines.	☐
Timecards	○ 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. ○ If there are any future dated timecards please have employee delete them. ○ Ensure employee timecard delegate status is terminated (contact Ministry Administrator for assistance when applicable)	☐
Outstanding Debts	○ Check with Financial Branch to verify if there are any outstanding debts: • Accountable Advance • Education Advance • Petty Cash Advance • Relocation Expense • Travel Advance * Indicate debt details on Termination Notification form. See Timecard / Termination form section below.	☐

Government Systems	○ Five days prior to termination submit a request to ITD to remove computer access including specific applications [i.e. One Client Service Model (OCSM), remote access (i.e. VPN, Connectra, etc.), mailboxes, SharePoint etc.].
	○ Send request to remove MIDAS access to your MIDAS ministry approver on employee's last day of employment:
	  ○ MIDAS Financials to your Financial/Corporate Services Branch
	  ○ MIDAS HR/Payroll to your Business Partner Team
	  ○ MIDAS Timekeeping Administrator to PSCMIDAS-MHD@gov.sk.ca
	○ Advising employee to remove all applications from home computer that were obtained through the Employer/Microsoft agreement.
	○ Providing updates to appropriate coordinator:
	• Distribution Lists (internal) • Email Groups (admin support)
	• Telephone Records / Government Directory
	• Signing Authorities(Financial/Corp Directory (Corporate Services)
	• Organization Charts (BUSINESS PARNTER) • Scheduling Lists (internal)
	• PSC Client Access
	○ Ensure that government landline phone calls are not forwarded to personal cell phones
		☐

Staff Planning / Replacement	○ Please refer to the STAR website for information about the staffing process. Your HRConsultant is also available for support.	☐
Work Transition	○ Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. ○ Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). ○ Develop a transition plan for departing employee's workload. This should include timelines and an outline of temporary job and training responsibilities. ○ Communicate transition plan to co-workers and any other stakeholder(s).	☐
On day of termination, complete the following portion of the checklist: **If Termination date is prior to today's date this prompts immediate action**		
Notification	○ 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. ○ Manager is responsible for sending the Letter of Termination to the HRSC if it because a termis ending. The Business Partner Team is responsible to send the Letter of Termination to HRSC for all other involuntary	☐

Saskatchewan

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Timecard / Termination	○ Complete Termination Notification Form and send to HRSC. ○ Ensure supplementary pay requests are submitted to HRSC (e.g. TAHD). ○ Ensure all timecards have been completed and forwarded to the Timekeeper.	☐
Notification Form		
Government Property	○ Collection of government property may occur on the last day of employment or as appropriate, including but not limited to: • Security / Access Card • Cell Phone / Blackberry / Pager • ID Card • Parking Pass • Calling Card(s) • Credit Card(s) / Purchasing Card* • Fob / Keys / Uniform • Computer / Office Equipment *If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser* ○ Record passwords pertaining to accessing telephone messages and computer files. ○ Advise employee to record final voicemail greeting with phone number of contact person. ○ Forward Transit Pass to HRSC.	☐
Personal Property	○ If employee prefers to retrieve personal belongings privately at a later date and time, arrange to accompany employee for this purpose.	☐
HRSC / Plannera Employee Communication	○ Advise employee to contact HRSC if he/she has an address change for T4 purposes. ○ Advise employee that their final pay stub and entitlement report will be available in PSCClient. ○ Advise employee that Plannera will be contacting him/her regarding pension options. ○ Advise employee to contact the HRSC to discuss the conversion option for Group Life Insurance.	☐
Record of Employment (ROE)	○ Advise employee that the ROE will be sent electronically to Service Canada. ○ Advise employee that they can apply for EI before they receive their ROE (if applicable).	☐