

# PM/PD Checklist: Employment Separation



Please initiate this form once an employee has submitted a resignation letter or is involuntarily terminated.

Employee Information		
Employee Name:		Employee #:
Termination Date:		Last day worked:
Done	N/A	Task
<b>Before final day</b>		
		Obtain a resignation letter from the employee
		Submitting PAR ( <a href="https://wellhavenpethealth.knowledgeowl.com/help/personnel-action-request-par-form">https://wellhavenpethealth.knowledgeowl.com/help/personnel-action-request-par-form</a> ) <ul style="list-style-type: none"> <li>•When an employee gives their notice or has been terminated, submit the PAR form on the Knowledge Base. For voluntary termination (an employee gives their notice), you will upload a copy of their resignation notice.</li> <li>•The more notice you can give HR, the better. There are specific timelines for getting out the last paycheck for the employee.</li> </ul>
		Process any non-reimbursed expenses
		Confirm that the employee does not owe reimbursement of a signing bonus, moving and relocation reimbursement
		Confirm and inform the employee if they have a balance remaining on their personal Wellness Plan for their pets
<b>Review with Employee</b>		
		Provide and go over the Exit Letter with the employee
		Go over specifics of the employee's final check and what will be included
		Discuss COBRA continuation and notify that this election is time sensitive, and they will receive information in the mail from Paycom
		Questions regarding 401k can be directed to VOYA directly.
		Confirm employee's contact information is up to date in Paycom to access paystubs and W2 forms.
		Confirm that the employee has returned all WellHaven property, keys, fobs, passwords, etc.
		Change any codes, front door, lockbox, etc.
		DEA Related Transitional items completed
		Verify the removal of personal items from the building
<b>After final day</b>		
		If applicable, email IT to request that the user's WellHaven email password be reset
		Login to MyCubex, and under Employees, find the employee and select Edit. Uncheck the Active box and scroll down and save.
		Inactivating termed employee in eVet
		Work with Payroll to reassign any direct reports to a new supervisor in Paycom
		Ensure all personal files are uploaded into Paycom
		Remove the employee from all future schedules and contact sheets
		Approving final timecard
<b>Additional Items (DVM only):</b>		
		DEA license is transferred to next location
		All DEA drugs must be inventoried and destroyed (if the doctor has their own DEA license). Use RP returns for this process.
		Personalized prescription pads are properly destroyed/Inactivated in eVet
		Remove from calendar resources in eVet
		Remove from Vet's First Choice
		CCP plans canceled

Please reach out to HR if you have any questions or concerns [HR@wellhaven.com](mailto:HR@wellhaven.com)