

REAL

ESTATE

SERVICES

**WOGAN
GROUP**

GREATER.

Exiting Employee Checklist

Please complete the following checklist and email to Human Resources

Employee Name:

Position:

Property Name:

Last Day of Work:

Type of Termination

Please send all termination documents to hr@wogangroup.com

- Voluntary
- Written resignation
 - Verbal resignation- supervisor should provide confirmation to employee in writing
- Involuntary
- Email all supporting documents (ie. Corrective actions)
 - Send State approved Separation Notice

Onsite Responsibilities

Yes NA

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Collect all passwords/pin #s (computer, voicemail, alarm code, wifi, social) |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect all keys (entrance, private office, model unit, safe, file cabinets, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect uniforms |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect business cards |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect name badge |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect laptop |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect American Express credit card |
| <input type="checkbox"/> | <input type="checkbox"/> | Change computer access information |
| <input type="checkbox"/> | <input type="checkbox"/> | Change or transfer phone extension |
| <input type="checkbox"/> | <input type="checkbox"/> | Change voicemail |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove employee's name from property group email lists |
| <input type="checkbox"/> | <input type="checkbox"/> | Change ADT security alarm code |
| <input type="checkbox"/> | <input type="checkbox"/> | Change locks |
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm that employee's time is accurate in Paylocity |

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info@wogangroup.com

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- Disable Social Media access
- Inform vendors of staff change
- Remove employee's name from group email lists
- Email completed checklist to Corporate

Corporate Responsibilities

Human Resource

Yes NA

- Terminate employee from Paylocity
- Terminate Humana Coverage
- Terminate in CONEXIS
- Terminate SunLife Coverage
- Verify address to send last paycheck
- Add Separation Notice to employee file
- Disable Email account
- Cancel American Express Card
- Email Exiting Employee Survey

Regional

Yes NA

- Disable WoganWeb access
- Disable Entrata access

Jonathan

- Disable Bank Account access
- Communicate employee departure to Corporate Partners