

THE "DAY OF" CHECKLIST FOR HR



Tasks

Date

	Notification List Finalized: All names, severance calculations, and separation agreements double-checked.	
	IT Coordination: List prepared for IT to revoke access after meetings (not before).	
	Security/Facilities: If onsite, ensuring a discreet exit path is available.	
	Payroll: Final paychecks (including accrued PTO if state law requires) cut and ready to hand over/deposit.	
	Scripts Printed: Managers have their scripts and FAQs.	
	Benefits Info: COBRA packets or instructions ready.	
	EAP Contact: Employee Assistance Program information available for both departing and remaining employees.	
	Private Email Collection: Ensure you have non-work emails for all impacted staff to send separation agreements.	

