GOVERNMENT OF PRINCE EDWARD ISLAND
PUBLIC SERVICE COMMISSION
Employee Exit Checklist – Part B (Human Resource)

Position #: _____
Employee Name: _____ **Employee #:** _____
Department/Division: _____ **Location:** _____
End Date: _____

To be completed by Human Resource	**Initial**
1. Determine balances for (if applicable):	
• Vacation (prepare and enter transactions)	
• Time in lieu	
• Advanced sick time	
• Statutory holiday bank	
• Severance/retiring pay	
• Transition pay	
• Red circled hours	
• Smoothing bank	
• Final pay	

2. Forward appropriate termination notification to the following:	
• Insurance Carrier (update PeopleSoft)	
• PEI Civil Service Superannuation Fund (Notice of Terminated Employee Fund Form)	
• Departmental Finance Office	

3. Discuss the following items with the employee (if applicable):	
• Vacation, statutory holidays, time in lieu balances	
• Advanced sick time	
• Red circled hours/transition pay	
• Canada Savings Bond	
• Health club payments	
• Deferred salary	
• Severance/retiring pay	
• Group Insurance (provide contact information)	
• Pension and Benefits (provide contact information)	
• Obtain forwarding address and phone number	
• Outstanding labour relations issues (i.e. grievances)	

	Initial
4. Other Requirements:	
• Ensure that all taxable benefits, including travel, have been processed.	
• Ensure the process for the Premier's Certificate from the Minister's Office is initiated (if applicable)	
• Conduct Exit Interview	
• Issue Record of Employment	
• Un-suppress advice print option and mail Pay Advice to employee	
• Update organization chart, telephone directory, floor plan, etc.	

5. Documents to be placed in Personnel File:	
• Employee Notice of Resignation	
• Human Resource Action Form	
• Pension and Benefits- Notice of Terminated Employee	
• PeopleSoft screenshot of "Al Service Banks"	
• Signed Termination Checklist	

Comments/Follow-up Required

_____

HR Signature

Please place the completed original in the employee's personnel file.