

Employee Termination Checklist

(Canada)



This form is required any time an employee is terminated, even temporarily, or has a gap in income for more than 7 days (other than while on paid leave). This form is dealing with payroll issues only and does not address your other legal responsibilities as an employer. Additional fees may apply. PLEASE COMPLETE ALL AREAS IN WHITE.

Employee's Name	
Last actual day at work	
Method of Final Pay	eTransfer, Cheque, Direct Debit (this option may not meet the required timing under Provincial Labour Standards)
Reason for termination (enter letter from list below)	
	A Shortage of work (layoff) B Strike or lockout C Return to school D Illness or injury E Quit F Maternity G Retirement H Work-Sharing J Apprentice Training M Dismissal N Leave of Absence P Parental Z Compassionate care K Other
Employee's current address (if changed since start of employment)	
Employee's email address to send ROE to	
Special comments	

Components of Final Pay

Component	Instructions	Our Calculation
Hours worked since last pay period		
Severance Pay (check Provincial requirements)		
Statutory Holidays in severance period		
Unused Holiday Pay		
Commission/Bonus/Other income		
Deductions for loans		
TOTAL GROSS PAY		

You are required to file a Record of Employment within 5 working days of the end of the pay period. As long as we are already authorized on [ROE Web](#) we can file this for you. If we are not yet authorized you will be responsible to file the ROE (if you do not have access to ROE Web you will need to call Service Canada and request pre-printed ROE forms be sent to you). We can give you the data once the payroll data has been completed.

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Our checklist:

Task	Status
Check form for completeness	
Verify if we have access in ROE Web (if not advise client to grant authorization or order manual ROE forms)	
Calculate Final Pay	
Approval by Accountant	
Notify client of amount to pay	
Close period and Terminate client in payroll	
Complete ROE	
Submit ROE in ROE Web and email to employee or send to client for manual submission	
Send invoice for Employee Termination \$75 + time if excessive/complex	

Granting us access to ROE Web

For us to be able to file your ROEs we need access to your account in ROE Web. The easiest way to do this is to appoint us as a representative. To do this:

1. Log into [ROE Web](#) (if you don't have a username just try connecting using service provider and authenticating via your Internet Banking).
2. Click on your organization
3. Click Manage Representatives
4. Click Invite Representative
5. Enter "PET-115-510-657-355" as the User Reference Number and click Search
6. Verify the details and click Confirm

If you cannot access ROE Web you will need to call Service Canada on 1-800-367-5693 IMMEDIATELY to get pre-numbered ROE forms sent to you in the mail. I strongly recommend that you get setup on REO Web – this can take a month to complete so you will want it in place for the future.