**Stanley Construction Ltd.**

Employment Close Out Checklist – September 16, 2020

*Employee that is no longer with Stanley: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Onsite Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requirement** | **Notes** | **Respons.** | **Superintendent** | **Foreman** | **Carpenter** | **Construction Worker** | **Project Manager** | **Office Staff** |
| Payroll | Final Payroll & ROE | Dave | X | X | X | X | X | X |
| Mercon Benefits | Cancel Mercon Benefits by email (only supervisory) | Dave | X |  |  |  | X | X |
| Company Credit Card | Cancel credit card and get all remaining receipts | Dave | X | X |  |  | X | X |
| Caisnet | Change Caisnet password | Dave | X | X |  |  | X | X |
| Stanley Intranet | Remove their name from Contact List | Dave | X | X | X | X | X | X |
| Whats App | Remove from Stanley Team Distribution and other sub-folders as required | Group Owners | X | X | X | X | X | X |
| Update Organization chart | Remove employee from organization chart | Dave | X | X | X | X | X | X |
| Time Sheets | Remove access to timesheets folders | Dave | X | X |  |  | X | X |
| Stanley Equipment  | Secure the return of any Stanley property including equipment, keys, etc. | Coach | X | X | X | X | X | X |
| Safety Orientation, Sign in Check Lists, etc. | Remove access to these folders where they can edit | Coach & Dave | X | X |  |  | X | X |
| Purchase Orders | Remove access to Purchase Order folders | Coach | X | X |  |  | X | X |
| BuildWorks | Remove Access | Coach |  |  |  |  | X |  |
| DPSP and RRSP | Inform RBC | Dave | X | X | X | X | X | X |

Please send completed form to dgantar@stanleyconstruction.ca.