

Employee Termination Checklist U.S./Canada



Use this checklist to help you understand and complete required tasks, and to prepare for leaving Intel. This checklist is applicable to **blue-badge** employees only.

Topics

- Legal Considerations
- Notice of Intent to Leave Intel
- Before You Leave
- Financial Obligations
- Pay, Benefits, Retirement
- Exit Meetings
- After You Leave

Legal Considerations

Trade Secret Acknowledgement Form (TSAF)

All blue-badge employees, including but not limited to all types of interns, graduate trainees, and Intel Contract Employees (ICE), are required to complete and submit a TSAF. Any leaving blue-badge employee who does not sign a TSAF is not eligible for rehire by Intel. With the digital TSAF process the TSAF is automatically uploaded into Workday after the Manager completes the TSAF and both employee and Manager digital signatures are submitted.

Legal Event Hold Notice (LEHN)

If your worker is subject to a LEHN, you must not reassign, delete, discard or destroy any data or documents that are in the LEHN. Failure to preserve these materials is against Intel legal policy and can lead to disciplinary action, including termination. To determine if the worker is subject to a LEHN, go to <https://checkmylehn.intel.com> and input the WWID.

Note for U.S. employees: All employment at Intel is "at will," except for Intel Contract Employee (ICE) contracts. This means that both employees and the company have the right to terminate employment at any time, with or without advance notice and with or without cause. Termination of ICE employees prior to scheduled contract end date must be reviewed with your Human Resources representative.

Notice of Intent to Leave Intel

- ☐ Notify your manager of your intention to leave Intel. Schedule a one-on-one meeting or provide a written notice of resignation.

Before You Leave

- ☐ **Legal obligations regarding confidential information**
Please watch this video informing you of your legal obligations upon exit.
GER only: Data loss preventions
- ☐ **Purchasing Requisitions/Orders (PRs/POs) in which you are the OWNER**
Cancel, close or reassign these items before your departure to ensure a smooth transition and avoid disruption to the procurement process.
- For Ariba/Shopping@Intel PR disposition – either self-service to cancel or submit a ServiceNow ticket to request a change of ownership. Request Type is Change Requestor/Goods Receipt.
 - For all PO disposition – open a ServiceNow ticket to close or request a change of ownership. Select the Change Needed as follows:
 - TO CLOSE – Shopping Cart 300xx POs select Cancel/Close; Ariba 350xx POs select Close PO
 - TO REASSIGN THE OWNER – Shopping Cart 300xx POs select Change requestor/recipient; Ariba 350xx POs select Recipient/Requestor (Buy on Behalf of)
- ☐ **Office items (furniture, equipment, etc.) provided under the Work at Intel Telecommuting Program:**
In general, separated employees will determine the placement or disposition of office equipment/furniture (including chairs) provided (whether reimbursed, provided directly by Intel, or borrowed from site) under the Work at Intel Telecommuting Program. For more details and country-specific information, view the "asset Ownership" section of the policy.
- ☐ **Assets**
Reassign/Disposition Lab assets or IT assets IT assets (Smart Phones, Tablets, Laptops) assigned to or loaned to you. Having issues reassigning PPHW inventory, ask HW Support for help.
All Prototype/PPHW inventory that is not found should be reconciled as Not Found using instructions from PPHW Reconcile . PPHW HVPIP assets that are not found, should be reported here and Security Incident Report (SIR) should be provided in PPHW updates.
Collect and be ready to return the following miscellaneous items:
- Notebooks, desktops, servers, power supplies, etc.
 - Corporate phones – Follow process here. BYO phones – please remove any Intel data from device before termination date. View process here.
 - Uniforms, lab smocks, gowns
 - Tools
 - Returning of Intel MY Vehicle Registration Sticker to security (can return to any nearest security lobby)
 - Ergonomics equipment, turn into site Occupational Health or Ergonomics Specialist
 - Docking station and keys
 - Computer locking cable and key
 - Private printer
 - Company camera

<input type="checkbox"/>	<ul style="list-style-type: none"> • Disconnect home business phone lines, Intel funded broadband • Notebooks and manuals • Library materials • Cancel or transfer ownership of Public Distribution List (PDL) , SharePoint, and business -related applications • Corporate cards (CPC, Calling Cards, American Express, etc.) • Return any patent documentation, except for any Invention Disclosure Forms ("IDFs") in which you are listed as an inventor and any correspondence related to those IDFs, to Intel Legal • You must uninstall or destroy any Microsoft® HomeWare software
<input type="checkbox"/>	Confidential documents Collect and return Intel confidential documents to your local Worldwide Registered Confidential Services.
<input type="checkbox"/>	Your personal content Personal files should not be stored on any Intel owned system. If you have personal content on your Intel laptop you can remove it by emailing it to your personal email account. Please review the Limited Personal Use policy (LPU) and the LPU help page for more information.
<input type="checkbox"/>	Your personal contact information Verify your personal information is updated to ensure that critical tax and benefits documents reach you in a timely manner. Go to Workday > Personal Information > About Me. Update the following information: <ul style="list-style-type: none"> • Personal email • Home address • Phone number • Emergency contacts Mexico only: Send your Constancia de Situacion Fiscal to intel.payroll@360bps.com.mx
<input type="checkbox"/>	Immigration sponsorship If you are working in a country/region in which you are not a citizen, let your immigration supplier know you are leaving Intel. Terminating employment with Intel may affect your immigration status. (U.S. Only) If you are in H-1B or O-1 status, and your employment is involuntarily terminated, you may contact immigration@intel.com to initiate return transportation to your last place of residence outside the U.S. within 45 days of your termination date.
<input type="checkbox"/>	Timesheets Ensure employee fills out their timesheet every day and it is submitted on their last day worked. <i>(Check for details on your specific country/region below, if any are listed.)</i>
<input type="checkbox"/>	Conference rooms For dates after termination, room reservations must be cancelled via Let's Meet in Outlook. If the rooms are required for your team, transfer the reservation via Let's Meet web portal to another team member. Let's Meet room reservations will be cancelled after 10 days of termination if not transferred. You can transfer 10 reservations at a time via Let's Web Portal. For bulk series transfers, use this form.
<input type="checkbox"/>	My Learning <ul style="list-style-type: none"> • Cancel My Learning courses • You can print a copy of your training history and transcripts via My Learning Student Transcript Report, or save the report and export it to your personal computer. • If you are facilitating a course, send an email to My Career and Learning inbox (My.Career.and.Learning@intel.com) as soon as possible.
<input type="checkbox"/>	Update your social media information
<input type="checkbox"/>	Payslip <ul style="list-style-type: none"> • Print all your payslips before your last day at work. • Download a copy of your VOE from Workday (found under Personal Information) • Costa Rica, request your VOE following the instructions in this link.

Financial Obligations

<input type="checkbox"/>	Corporate Purchasing Card Cancel your Corporate Purchasing Card.
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<input type="checkbox"/>	Travel and Expense <ul style="list-style-type: none"> • Travel Reservations: cancel any active travel reservations (i.e. Air, Hotel, Car, Train, etc.). • SAP Concur Expense Reports: Submit any outstanding expenses in SAP Concur before your last day of employment. • Corporate Credit Cards: View your outstanding balance for the American Express Corporate Travel Card at americanexpress.com. Be sure to submit any business-related expenses in SAP Concur and pay personal charges directly to American Express, either online or by calling the phone number on the back of your card. Your personal credit will be impacted if you fail to clear the balance. • Credit Balance Refunds: If you have a credit balance on your American Express, you can open a Service Now task to refund merchant credits to Intel, or have a personal overpayment check mailed to the address you provide in the ticket. • Cancellation of your Corporate Travel Card will be automatically processed on your term date
<input type="checkbox"/>	Money Owed to Intel <p>If you owe money to Intel, you will be contacted by Intel's Collections team. Where possible, owed funds will be collected from your final paycheck(s). Important: If you received relocation assistance and leave Intel before your employment commitment is up, you would owe a prorated repayment (including taxes paid on your behalf) for all received relocation benefits. Refer to your Relocation Agreement to understand your employment commitment . If you need a copy of your Agreement, contact relogam@sirva.com</p> <p>Following your termination process, your manager will receive an email from Payroll with relevant information about the money due to Intel.</p>

Pay, Benefits, Retirement

<input type="checkbox"/>	Review the Pay, Stock and Benefits Handbook for benefits and pay impact upon leaving Intel.
Pay	
<input type="checkbox"/>	Vacation/Holiday/Personal Time payout (U.S.) Review Paid Time Off to determine eligibility for payout of vacation, personal absence, or floating holiday time. Non-exempt employees: Review vacation and PA balance. <ul style="list-style-type: none"> • California only <ul style="list-style-type: none"> ◦ Nonexempt employees: Discuss unused floating holiday time with your manager ◦ Unused sabbatical time will be calculated by Payroll and included on your final paycheck • California, Colorado, Illinois, Massachusetts, Maine and Rhode Island <ul style="list-style-type: none"> ◦ Exempt employees: Discuss unused vacation time with your manager
<input type="checkbox"/>	Determine your final paycheck date U.S. only: Refer to the Final Paycheck Distribution Process.
<input type="checkbox"/>	Sabbatical Employees in California, Colorado and Illinois: Unused accrued sabbatical time is calculated by Payroll and included in your final paycheck. Employees outside of California, Colorado and Illinois: Those who have reached their sabbatical eligibility date at the time of termination will be paid out for unused, un-forfeited sabbatical time. See Pay, Stock and Benefits Handbook - Paid Time Off for full details.
<input type="checkbox"/>	Bonuses Determine Annual Performance Bonus (APB) payout eligibility. Determine eligibility for the Quarterly Profit Bonus (QPB) payout. For information on other bonuses, see Bonuses.
Continuation of Medical and Dental Benefits (U.S only)	
<input type="checkbox"/>	You and your dependents may be eligible for COBRA continuation coverage of medical, dental and Health FSA benefits that match your plan options as an active Intel employee. Review Health Benefits Enrollment for information about when your benefits end, COBRA Continuation Coverage, and COBRA Medical and Dental Rates
<input type="checkbox"/>	COBRA benefits are based on your home address; make sure it is updated in Workday. If you do not have access to Intel's intranet, call Employee Services at (800) 238-0486.

	<p>Note: If you move and the same health plan options aren't available at your new address, you'll have different plan options to choose from.</p>
<input type="checkbox"/>	<p>Once your termination has been entered into Intel's system, the information is transmitted to the Intel Health Benefits Center.</p> <p>Within 14 days of receiving your information:</p> <ul style="list-style-type: none"> • Intel's COBRA administrator will send you a COBRA Enrollment Notice telling you when and how to enroll. • The Election Notice includes information on cost, deadlines, length of COBRA coverage, election form and Notice of Continuation Rights and Responsibilities. <p>If you have not received your COBRA Election Notice within three weeks of your termination effective date, contact Intel Health Benefits Center at (877) GoMyBen (466-9236).</p> <p>If COBRA is elected within 60 days of your coverage end date, or the date your notification is mailed, whichever occurs later, there will be no lapse in coverage.</p> <p>If you choose to enroll in COBRA (enrollment is voluntary):</p> <ul style="list-style-type: none"> • Follow the directions in your COBRA enrollment packet from the Intel Health Benefits Center. • Failure to submit the COBRA Election Notice enrollment form within the allowable time period prevents continuation of coverage. <p>For questions regarding your COBRA enrollment or billing, contact Intel Health Benefits Center at (877) GoMyBen (466-9236).</p>
<input type="checkbox"/>	<p>Understand how Medicare eligibility and enrollment impact your COBRA medical benefits.</p> <p>Medicare pays first except if you are in the first 30 months of Medicare based on End Stage Renal Disease (ESRD).</p> <p>If you are not enrolled in Medicare, but are eligible for Medicare and are enrolled in COBRA, the COBRA plan will assume you have Medicare and will coordinate the payment of the claim accordingly (even if you are not enrolled in Medicare coverage).</p> <p>If you are eligible for Medicare, it is critical that you enroll in order to maximize your total health care benefits.</p> <p>Review Medicare and COBRA and/or COBRA and COBRA-Medicare Q&A.</p>
<input type="checkbox"/>	<p>U.S.: If you participate in the Health Flexible Spending Account (Health FSA) or the Dependent Care Assistance Program (DCAP), you must submit a reimbursement claim form to obtain any balance left in your account. Initiate the reimbursement at the <i>My Health Benefits</i> site.</p> <p>For additional information, review the FSA Section in the Pay, Stock and Benefits Handbook, or call the Intel Health Benefits Center at (877) GoMyBen (466-9236).</p> <p>Note: You have until March 31 of the following year to submit reimbursement claims for eligible expenses incurred from your FSA Coverage effective date through your end date of the current year.</p> <p><i>Health FSA only:</i> You may be eligible to elect the Health FSA through COBRA continuation. Since there are no tax savings on contributions made to the Health FSA through COBRA (contributions are made on an after-tax basis), you are encouraged to consult with your tax advisor to determine if electing Health FSA COBRA will be beneficial.</p>
Retirement	
<input type="checkbox"/>	<p>U.S.: Review the Retirement Checklist for Employees</p> <p>Please log in to your account or contact Fidelity for specific details, as account access rules upon employment termination vary.</p>
<input type="checkbox"/>	<p>Canada: Review the Retirement Checklist</p>
Insurance (U.S. Only)	

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| <input type="checkbox"/> | <p>Life insurance coverage ends on the last day of the month that you leave Intel. You may have the option to purchase coverage directly from the insurance provider. You may convert your Basic Life and/or Basic AD&D insurance to an individual whole life policy without a Statement of Health (SOH). To purchase coverage, you must apply in writing and pay the first premium within 31 days of your termination effective date. If you participate in the Supplemental and/or Dependent Life plans, you may be eligible to port your Supplemental or Dependent Life insurance coverage at competitive group rates, and without providing a Statement of Health.</p> <p>Review Health Benefits Enrollment and Life Insurance for additional information.</p> <p>Contact a Minnesota Life Customer Service representative at (877) 494-1673 for an application to purchase Group Life and Accidental Death and Dismemberment (AD&D) insurance, and your spouse/ dependents Dependent Life Insurance and AD&D.</p> | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>Intel Short Term Disability (STD) and Long-Term Disability (LTD) insurance end at midnight on your last day of employment.</p> <p>Disability claims established prior to termination will be paid if they continue to meet plan provisions. Find more information at Disability Program.</p> | |
| <input type="checkbox"/> | <p>If your decision to leave Intel is due to a permanent disability, you will need to understand the differences in benefits that may be available to you, see Leaving Intel due to Permanent Disability.</p> | |

Stock

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| <input type="checkbox"/> | Review the Stock Checklist for Terminating Employees. |
| <input type="checkbox"/> | Review the How a Life Event Could Impact Your Stock Awards site |

Other Benefits

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| <input type="checkbox"/> | <p>If you consider returning to Intel in the future as a rehire, review Intel's Rehire Guidelines and the Bridge of Service rules.</p> <p>Commuter Pre-tax Benefit (U.S. only):</p> <p>The month in which you terminate is the last month to use your commuter benefits.</p> <p>Most products expire and cannot be extended or exchanged. Contact Your Spending Account for additional information related to the product you have (877) 466-9236. Any credits on your account cannot be refunded and are forfeited if not used prior to termination.</p> |
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Exit Meetings

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| <input type="checkbox"/> | <p>Your manager will schedule a last day in office meeting.</p> <p>At their preference, managers and/or employees can request an HR Exit interview directly with their Business HR partner.</p> |
| <input type="checkbox"/> | <p>If eligibility is met, your manager will schedule a Legal Exit Interview.</p> |
| <input type="checkbox"/> | <p>Please complete the Exit Survey. If you are leaving for voluntary reasons (excluding Voluntary Separation and Retirement), you should receive an email invitation from "Intel Employee Surveys" to participate in the survey up to 60 days before your exit date. If you have not received the email, please contact Intel_Employee_Surveys@intel.com for support.</p> |
| <input type="checkbox"/> | <p>Be sure to register with the Intel Alumni Center. As a registered Alumni you can find out about future job opportunities should you decide, you would like to return to Intel, and more.</p> |

After You Leave

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| <input type="checkbox"/> | <p>How to get in touch with AskHR post-termination?</p> <p>Stay connected with Intel through our various AskHR phone numbers.</p> |
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	As a former employee, you can also contact us via email at askhrquery@intel.com . (Please use your personal email account as recorded in Workday; further instructions will be provided once you reach out to us).
<input type="checkbox"/>	Stay connected to Intel through Leaving Intel – a website available to you post-termination. Visit this site to obtain important benefits information and submit future address and phone number changes.
<input type="checkbox"/>	What should I do if I need to access my personal information, payslips, tax documents, and other related records? Step 1: Accessing Workday External Portal If you need to retrieve your past employment records, we have enabled access to a Workday external portal specifically for former employees. This portal allows you to access your historical data. Step 2: Requesting Access To request access to the Workday external portal, please follow these steps: <ol style="list-style-type: none">1. Send an email to passwordreset@intel.com.2. Use the personal email account that is on record with Intel in Workday when sending the email.3. Once we receive your email, we will provide you with further instructions on how to access the portal. Step 3: Accessing Your Records Upon receiving our instructions, you'll be able to log in to the Workday external portal and access your payslips, tax documents, personal information, and other relevant records. Note: Workday Information Please be aware that Workday information may vary from country to country, but the available fields will be consistent with what you had access to as an active employee.



Your Tools

> [Workday](#)

Your Resources

> [Leaving Intel Guidelines](#)

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