

EMPLOYEE NAME:

Star Buick GMC et al'

Termination Checklist

Date of Hire:

Last Day of Work:

Items to cancel:

	Initial	DATE
XRM (access to customer information):		
GM Global Connect (access to GM customer & company info):		
starcar.com (email account):		
Isolved HRM:		
Highmarkblueshield.com (Medical Insurance):		
Benecon/Veris (Cobra Insurance):		
PAA (Dental & Vision):		
AFLAC (supplimental insurance):		
Colonial Insurance (supplemental insurance):		
Guardian Insurance (supplemental insurance):		
401k:		
Last Pay Date (note mail or by hand):		

OTHER:

	Date Filed:	Robert P. Grow, Jr. - HR Director Jordan Friedman - HR Assistant HR Signature:
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