WORK & CAREER

Layoff Admin Checklist

Organize employer documents, budget review and support contacts; local rules vary.

Action checklist

- [ ] Keep employer notices and final employment documents.
- [ ] Confirm final pay and benefit arrangements with the employer.
- [ ] Check local employment and support eligibility with qualified sources.
- [ ] Review essential monthly costs and available cash.
- [ ] Record equipment return and access handover instructions.
- [ ] Choose one support contact and one practical next step.

Evidence and follow-up notes

Employer document / action

Support contact

Deadline to verify

Budget / next action

Status

This is an organization aid, not legal advice. Verify applicable deadlines and rights with local authorities or a qualified adviser.