

STELLARUS PRESS

Gathering What Matters

Employment Law Edition

AN ATTORNEY-CLIENT COMPANION WORKBOOK

Gathering What Matters — Employment Law Edition

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Private by design — what you write here is for you and, if you choose, your attorney.

EMPLOYMENT LAW EDITION

Belongs to _____

I'm using it to get ready for _____

Date started _____

These are the questions your attorney is likely to start with — written down ahead, so you can see the shape of the conversation before you're in it. Read it or don't; jot things down or don't. Either way, you're ready.

1 Any order, at your pace

Go in any order, at your pace. Pause or skip anything.

2 The space is yours

The note space is yours if jotting things down ahead helps. Blank is fine too.

3 Sooner helps, for a few papers

A few paycheck documents help most if they reach your attorney sooner — they're marked 🌱 where they appear.

01 The Conversation
six parts — where the conversation will go

02 The Bring-If-You-Can List
every document, all in one place

03 Questions on Your Mind
space for what you want to ask

SECTION ONE

The Conversation

Six parts, one conversation. Each part opens with a short note, then gives you room to jot — or not. Questions that come up later follow the same rules: your pace, any order, skip anything.

● The Parts at a Glance

PART		JOTTED	TALKED THROUGH
A	Your Last Day, and the Paycheck	☐	☐
B	Pay and Paperwork 🌿	☐	☐
C	The Year Leading Up	☐	☐
D	The People Around You	☐	☐
E	Practical Things	☐	☐
F	Open Floor	☐	☐

Check a box only if it helps — skipping around is expected, and blank is fine too.

Your Last Day, and the Paycheck

A gentle walk through your last day — small details welcome; “I don’t remember” is a perfectly good answer.

Walk through the day: where you were working, how you learned what was happening, who was part of that conversation, and what was said.

The final-paycheck conversation: who reached out to you, what did they ask, and what choices did they offer? *As close to their actual words as you can recall.*

What did you understand you needed to do about your check? Did anyone mention when you'd be paid?

How did your final check actually reach you — handed to you, mailed, or picked up? Walk through how that went, and how the whole errand felt.

Did you work a full day on your last day, or was the day cut short?

☐ Full day ☐ Cut short

In your final week or two: any day off, sick time, appointments, or unpaid time?

Did you see or hear of anyone else being let go or walked out around the same time?

Pay and Paperwork

The documents section — these help most, soonest.

One practical note: a few paycheck documents help most if they reach your attorney sooner — they're marked  below.

THE ITEM	HAVE IT	SENT OR BROUGHT
The pay stub just before your last one — please bring or scan it.	☐	☐
The full stack of pay stubs you have — every page.	☐	☐
Any payment from your employer that arrived after your last day, if one ever did.	☐	☐
Bank documents from the weeks around your last paycheck, showing any deposits from your employer.	☐	☐

These help most, soonest — and “I can’t find it” is a perfectly good answer too.

Was there any stretch of time when your pay paused, changed, or came on an unusual schedule?

Do the vacation and other paid-time-off amounts on your final check look right to you?

☐ Yes ☐ No ☐ Not sure

Is there anything you believe was promised but never paid — a bonus, a reimbursement, anything?

If work cost you money out of pocket — working from home, tools, mileage, anything — what did it actually cost, month to month? *Rough numbers are fine.*

INTERNET

UTILITIES

SOFTWARE OR SUBSCRIPTIONS

SUPPLIES

PHONE

EQUIPMENT

MILEAGE OR TRAVEL

ANYTHING ELSE

The Year Leading Up

Your story, at your pace. Pause anytime — anything can wait for another day.

Still true: any order, at your pace — and you can pause or skip anything.

When things started to change — what happened, in whatever way and whatever depth feels right today.

Did anyone at work ever mention workers’ compensation to you, or give you a claim form of any kind?

When did you first start connecting how you were feeling to what was happening at work?

Anything you asked for at work — an accommodation, a schedule change, help of any kind — and how it was answered.

Anything you raised or reported — a concern, a complaint, a question — and what came of it. If emails exist, they're worth bringing.

Any write-ups or discipline, and the conversations around them — who was part of them, and what was said.

If anything was ever looked into — by HR, an investigator, anyone — what you shared, what they asked, and whether anyone told you what came of it.

The months since: anything else along the way — meetings, comments, changes in how you were treated, anything that stuck with you.

The People Around You

A few short questions — who else left, who has reached out, and one small detail for the file.

Who else left around the time you did, or in the months around it? Roles and anything you know about their situations — and how you know.

WHO & ROLE	WHAT YOU KNOW — AND HOW

Has anyone from the company — current or former — reached out to you since your last day?*(If someone does, it's worth telling your attorney before getting into details. It protects you both.)*

Your date of birth, for the file: _____

Did you and any coworkers ever raise concerns together, as a group?

Practical Things

Everyday logistics — benefits, coverage, the job search, your care, and a few signatures from your first days.

Unemployment: filed and receiving? Any hiccups?

☐ Filed ☐ Receiving

Health coverage: where things stand with COBRA, and the monthly premium.

MONTHLY PREMIUM _____

Job search so far — anything you’ve applied for or explored. *(Keep a simple running list; it quietly protects part of your case, and your attorney will be glad you have it.)*

Any care you’ve had since things changed — just the arc: who you’ve seen and roughly how often. *Nothing clinical today.*

From your first days at the company: do you remember signing an arbitration agreement, a handbook acknowledgment, or a confidentiality agreement? Any copies at home?

☐ Arbitration agreement ☐ Handbook acknowledgment ☐ Confidentiality agreement ☐ Not sure

Open Floor

The most important section — and the only one with no list.

What felt wrong that no one has asked about?

What outcome would matter most to you?

What worries you most right now?

SECTION TWO

The Bring-If-You-Can List

all in one place

Every document mentioned in this book, gathered onto one page. Bring what you can;
anything you can't find can wait.

The Bring-If-You-Can List

ALL IN ONE PLACE

THE ITEM	FOUND IT	BROUGHT OR SENT
your offer letter, or anything you signed when you started	☐	☐
any write-ups, reviews, or HR letters you kept	☐	☐
any emails where you asked for something or raised a concern — forwarded intact if you can	☐	☐
your final check stub	☐	☐
the letter or email that ended things, exactly as it arrived — forwarded intact	☐	☐
the pay stubs and bank pages from Part B 🌿	☐	☐
any texts or screenshots you kept	☐	☐
_____	☐	☐

Bring what you can — blank boxes are fine too.

SECTION THREE

Questions on Your Mind

space for what you want to ask

Questions before we talk? Call or write anytime — or keep them here so they're ready
when we sit down.

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Blank is fine too.

“To seek right is to do right.”

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