

Off-boarding Process for Involuntary Terminations

- 1. All termination notices to be issued by the department must be reviewed by the Office of Human Resources.**
An employee may not be terminated until notice has been reviewed by the Office of Human Resources.
- 2. Department must notify employee of intent to terminate by issuing termination notice reviewed by the Office of Human Resources.**
- 3. Department submits EPA document terminating the employee from that position.**
- 4. The Employee contacts the Office of Human Resources to schedule an Exit Meeting.**
If the employee does not schedule an Exit Meeting then employee cannot successfully clear from the University.
- 5. The Central Administrator for the Office of Human Resources sends email notifications to all appropriate parties as part of the clearance process to include:**
 - Department Head
 - Dean or Immediate Supervisor
 - Library, Fiscal Affairs – Treasury Services
 - Fiscal Affairs – Accounting
 - Telecommunications
 - IT
 - Auxiliary Services
 - Travel Office
 - Financial Services (Pro-Card) and Human Resources
- 6. Each of the departments contacted generally respond within 2 business days to the Central Administrator in the Office of Human Resources.**
- 7. The Central Administrator will sign on behalf of all departments based on the clearances received, thereby clearing the employee from the University.**
- 8. The Central Administrator checks for the final approved EPA terminating the employee.**
- 9. Employee comes to Human Resources on last date of employment or pre-scheduled meeting date.**
If the employee owes any money he/she will need to pay and collect a receipt from Treasury Services.
- 10. The Central Administrator for the Office of Human Resources continues the clearance process giving the employee all appropriate information and forms to include Retirement information, COBRA, and an Exit Interview Form.**

- 11. Employee signs the completed Clearance form and elects the handling of leave accruals.**
- 12. Central Administrator informs the employee of the approximate date that the Lump Sum Letter will be forwarded to the Department.**
- 13. The Central Administrator will forward all appropriate payroll documents and COBRA information to the appropriate departments for further processing.**
- 14. Once the termination process is complete, the Central Administrator for the Office of Human Resources files all personnel and leave information in the appropriate fiscal year file dealing with "terminations".**