



HUMAN RESOURCES  
MANAGEMENT

## **PROCEDURES FOR EMPLOYEE SEPARATIONS** **FROM THE UNIT/DEPARTMENT**

Below are the regular procedures for processing a separation for an employee who is leaving the unit/department, but not the university.

### **Employee:**

1. The employee should notify their Appropriate Administrator of their expected separation date and last day of work in the unit/department.
2. After notice of a resignation, the employee should give the Appropriate Administrator an official resignation letter or e-mail, and enter time in Absence Management.
3. Department specific campus property such as keys to the unit/department cabinets, procurement card (if applicable), and employee identification card must be returned to Human Resources in WH 340. A request can be made to HR for an updated employee identification card.
  - Department purchased IT equipment must be returned to the Appropriate Administrator or designee.
  - Coordinate and confirm with the Appropriate Administrator and IT regarding any other IT issued equipment such as monitors, desktop computers, mobiles devices etc.

### **Appropriate Administrator/Timekeeper:**

1. After notice of resignation is received, the Appropriate Administrator should coordinate with the timekeeper to verify time has been entered into Absence Management.
2. An eFast and PeopleSoft checklist are not needed. HR will coordinate all applicable paperwork with the new unit/department.
3. If applicable, the Appropriate Administrator should coordinate and confirm if the employee has any department purchased property that should remain with the unit/department and notify Lockshop to update fob key access.