

Termination Guidelines

Updated December 2009

The following points are meant to be general guidelines only. When any employee separates from the university, the risks detailed on the back of the Separation Checklist must be considered. In addition, if an overpayment occurs due to late notice of termination, the department budget will be charged and will not be relieved unless the overpayment is recovered.

All Full-time and part-time regular faculty, staff and administrative employees

- ❑ Termination information must be entered via MyJob by supervisor or responsible department representative **within one (1) business day of notification of termination** for all resignations, retirements and discharges.

Part-time Temporary employees

- ❑ Termination information should be entered via MyJob immediately if the employee's status changes during an authorized payment period. (For example, if an adjunct instructor was authorized to be paid for the Fall semester but all his/her classes are canceled due to low enrollment, the termination details must be entered via MyJob to stop the scheduled earnings.)
- ❑ A semiannual process is initiated by HR/Payroll to automatically terminate any part-time temporary faculty member who was not paid for at least 9 months.
- ❑ A semiannual process is initiated by HR/Payroll to automatically terminate any part-time temporary non-faculty member who was not paid for at least 6 months

Graduate/Research Assistant

- ❑ Termination information should be entered via MyJob immediately if the Graduate/Research Assistant's status changes during an authorized payment period. (For example, if a Teaching Assistant was authorized to be paid for the entire academic year but then decides to only teach for a semester, the termination details must be entered via MyJob to stop payment of the regularly scheduled TA salary.)
- ❑ A semiannual process is initiated by HR/Payroll to automatically terminate any graduate/research assistant who was not paid for at least 6 months.

Student Workers (Student Payroll)

- ❑ MyJob is not used to terminate student workers.
- ❑ Departments should email the Payroll department immediately if the student's status changes during an authorized payment period. (For example, if a Resident Advisor was authorized to be paid for the entire academic year but then decides to go abroad for a semester, the payroll department must be notified to stop payment of the regularly scheduled RA stipend.)
- ❑ Departments should email Student Employment, with a copy to the Payroll department, if an hourly student worker is terminated. Student Employment can help the department change the effective date of their hire on Job Connection. Payroll can make a note on the student's record and will terminate the student in the system as long as the student has no other job at MU.
- ❑ A semiannual process is initiated by HR/Payroll to automatically terminate any student worker who was not paid for at least 6 months.

SEPARATION CHECKLIST FOR ALL EMPLOYEES

Employee Name _____ Employee Oracle (payroll) ID # _____

Department _____ Phone # _____

Forwarding mailing address (if changing) _____

New Home Phone # (_____) _____ (if changing)

The following checklist should be completed by the supervisor or responsible department representative prior to any employee separating from the University.

1. Termination information should be entered via MyJob within one (1) business day of notification of resignation, termination, or retirement.
2. Complete this "Separation Checklist" on or before the employee's last day at work and submit to Human Resources within 5 business days.

_____ Collect University credit cards and/or P-Card; cut the cards in half and return the pieces to the Comptroller's Office in a confidential envelope.

_____ Collect office keys; return to Lock Shop only if the employee is not being replaced.

_____ Collect all equipment (tools, cell phones, pagers, computers, etc.) and return to the proper location/authority, as applicable.

_____ Collect Parking Gate Card along with the Parking Sticker from the employee's car, if applicable, and return to Parking Services. Only the Lot designation on the Parking Sticker is needed.

_____ If employee has an outstanding travel advance, it should be settled with the Comptroller's Office.

_____ Collect MU ID Card and return to Human Resources with this form.

Supervisor's Name: _____ (please print)

Supervisor's Signature

Date

Received by Human Resources: _____(initials) _____(date)

Separation Checklist - Associated Risks

Risks to Marquette University if the termination information is not entered via MyJob prior to the employee's last day at work include the following:

- If Payroll is not provided with timely notification of termination for faculty, administrators, and auto-generated payrolls for staff, there is a risk of:
 - continuing to pay the employee's wages after termination
 - overpayment of associated FICA
 - overpayment of health insurance premiums
 - overpayment of TIAA/Cref contributions

The reversal of an overpayment of wages is a complex and time consuming process. Many elements must be corrected, including TIAA/Cref contributions, insurance coverage, and taxes. Also, the University may be in a poor position to recover overpayments and thus may experience a loss.

- In addition, if Payroll is not notified, final benefit deductions may not be taken in the correct amounts. These include parking, bus pass, insurance premiums, Flexible Spending Accounts, Rec Center/Plex dues, Roadrunner, Basketball tickets, and other voluntary deductions.
- If Human Resources is not provided with timely notification of termination, there is a risk of the University not being in legal compliance with the required notification for COBRA.
- In cases where an employee is discharged from the University, there is a risk that the employee's final pay will not be issued within the legally required period of 3 business days after the last day of work.
- There is a risk that an exit interview will not be offered to all non-faculty employees if Human Resources does not receive timely notification of termination.
- If Finance Office is not provided with timely notification of termination there is a risk of exposure for unauthorized credit card (P-card) purchases.
- If Public Safety or other department security administrators are not provided with timely notification of termination, there is a risk of employees gaining unauthorized access to buildings or other secured areas.
- Parking Services needs to be notified to deactivate the Gate Card.
- If Information Technology Services is not notified, a former employee would still have access to electronic records and e-mail until his/her password was deactivated.
- There are other situations where a former employee would continue to receive perks after leaving the University. For instance, Residence Life would need to be notified that the individual no longer qualified for a reduced price with Roadrunner internet provider. The individual would still have access to Library services until the MUID is deactivated.