

## Off-boarding Process for Voluntary Terminations

- 1. Employee submits letter of resignation**  
If employee does not submit letter of resignation, department is contacted and asked to forward the letter of resignation.
- 2. Department submits EPA document terminating the employee from the position**
- 3. Employee contacts the Office of Human Resources to schedule an Exit Meeting**  
If employee does not schedule an Exit Meeting, then employee cannot successfully clear from the University.
- 4. 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
- 5. Each of the departments contacted responds generally within 2 business days to the Central Administrator in the Office of Human Resources**
- 6. Central Administrator will sign on behalf of all departments based on the clearances received, thereby clearing the employee from the University**
- 7. Central Administrator checks for final approved EPA terminating the employee**
- 8. Employee comes to Human Resources on last date of employment or on pre-scheduled meeting date**  
If the employee owes any money, he/she will need to pay and collect the receipt from Treasury Services.
- 9. The Central Administrator for the Office of Human Resources continues clearance process giving the employee all appropriate information and forms to include Retirement information, COBRA and an Exit Interview Form**
- 10. The Employee signs the completed Clearance form and elects the handling of leave accruals**
- 11. The Central Administrator informs the employee of the approximate date by which the Lump Sum Letter will be forwarded to the Department**
- 12. The Central Administrator will forward all appropriate payroll documents and COBRA information to the appropriate departments for further processing**
- 13. 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”**