

SEPARATION FROM UNIVERSITY EMPLOYMENT CHECKLIST

_____ The supervisor or department designee *must* complete the online Employee Separation and Clearance Form immediately upon receiving notification of the employee's upcoming separation. The form can be accessed at <https://umwa.memphis.edu/sep-clear/>.

_____ **Monthly Paid Employees:** The employee should submit a completed leave sheet for the terminating monthly payroll period.

_____ Supervisor extracts the current monthly leave record, report leave used for the current period through the last day of work, and submits for approval. Retiring employees that choose the Terminal Leave Disbursement option need only report leave used through the actual last day of work.

_____ **Biweekly Paid Employees:** The employee should submit a completed timesheet for the terminating biweekly payroll period. The supervisor extracts the current biweekly timesheet, report hours worked and leave usage through the last day of work, and submit for approval. Retiring employees that choose the Terminal Leave Disbursement option need only report hours and leave used through the actual last day of work.

_____ **Retiring Employees:** If the employee is retiring, he/she should be advised to see his/her HR Business Partner before the online Employee Separation and Clearance Form is completed and submitted. Human Resources will counsel the employee in the determination of leave payout and processing of final retirement documents.

_____ **Return of University Property:** The immediate supervisor or department designee is responsible for securing the return of all University property prior to the employee's last day of employment.

_____ **Collection of debts to the University or agreed reimbursements:** The immediate supervisor or department designee must make sure that any outstanding amounts owed by the employee to the University are repaid or an agreed repayment plan is in place.

_____ **Employee Death:** Notify the Department of Human Resources for final payout of deceased employee's pay, leave, etc. and to determine and process death benefits, if applicable.

_____ Notify Human Resources if employee is currently listed as approver or acknowledger on any org's timesheets and/or leave records.

_____ Verify that the online Separation and Clearance form has been routed and approved by all parties in the workflow.

_____ Direct separating employees to the Online Exit Questionnaire via the following link: https://memphis.co1.qualtrics.com/jfe/form/SV_0S0RmAZk4J71pXf.

_____ The employee's supervisor should contact the appropriate department's to remove the employee's name from the department's website and remove access to University resources.

_____ The employee's Supervisor or Department Chair/Activity Head should report the amount of annual and sick leave the employee used in the month of his/her separation.

_____ Employees transferring to another state agency with **no** break in service will not receive a leave payout. All unused leave will be transferred to the new state agency where he/she will be working.

For assistance with the Online Employee Separation and Clearance System or questions regarding the Separation Checklist, please contact Human Resources at (901) 678-3573 or via e-mail at hrservicecenter@memphis.edu.