

# Termination Checklist

The information contained in this **TERMINATION CHECKLIST** will serve as a guide to walk departments through the steps of termination process.

## QUESTIONS?

[Contact Your HR Representative or Partner](#)

**TEMPE/POLYTECHNIC  
EMPLOYEE SERVICE CENTER**  
University Services Building  
1551 S. Rural Road, Tempe 85287  
**855.278.5081**  
**MAIL CODE: 5612**

**DOWNTOWN/WEST  
Human Resources Office**  
**855.278.5081**  
**MAIL CODE: 2051**

**ASU POLICE**  
**Emergencies: CALL 911**  
**Non-emergencies:**  
480.965.3456  
[Police Online](#)

**Termination Checklist**

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# GENERAL INFORMATION

## Reassignment of Duties

- Are there outstanding projects to be completed or ongoing tasks to assign to another employee?
- Who should take over the ongoing tasks?
- Who will tell affected employee(s) about the re-assignments? How and when will this happen?
- How much time is needed to transition responsibilities?
- Will the employee be relieved of their duties immediately or will they continue in their role? For how long?
- Do any current duties need to be shifted to accommodate employees who are taking on additional work?

## Electronic Files

- Are there computer accounts, drives or files that should remain with the department?
- Does department IT need to backup appropriate documents/servers prior to employee's termination date?

## Communication Plan

- Are there University or community contacts who should be given a new office contact?
- How will the University or community contacts be informed? By whom and when?
- When will staff be told the employee is leaving? What staff will receive this message?
- What will be included in the message (last day, how duties will be distributed, etc.)?
- Who will send (or deliver) the message?
- How will it be conveyed (email, individual meetings, in a department meeting, etc.)?
- Are there any specifications to give the exiting employee about future contact with the office/staff/University?

## Exit Strategy

- When will the employee take their personal belongings and/or what accommodations will be made, if any?
- When, where and to whom will the employee return university property?

## Post Employment

- What type of reference will they receive?  
Please refer to [SPP 1104: Job Reference](#), [ACD 814](#) and/or [General Counsel briefing paper](#) regarding employee references.
- What will you do with the employee's department file? You must maintain the employee's file in the department for three years after the termination date ([SPP 1101: Personnel Records](#)).

# EMPLOYEE'S LAST DAY

## **Supervisor collects University property:**

- Sun Card, Diners Club Card, P-card
- keys, cell phone/Blackberry/pager, laptop, etc.

If the employee does not return their keys, the department can charge them for the cost of re-keying the locks. If you notify the employee of this prior to re-keying, they usually are able to return their keys and re-keying is not necessary. **NOTE:** If the employee has any outstanding items to return, we cannot withhold their check, but we can bill them.

**P-card:** Please email the [P-card office](#) to cancel ([pcard@asu.edu](mailto:pcard@asu.edu)), even if they return the card.

**Sun Card:** If employees have questions regarding their Sun Card account, they should call the Sun Card office at 480.965.2273 or visit [Sun Card online](#) to get information about how to obtain a refund.

**SunRISE:** If the employee has access to SunRISE please complete the [delete form](#) and fax it to the e-Commerce team: 480.965.2234.

## **Benefits Information**

Provide exiting employee with the [Information Sheet for Separating Employees](#), which contains important information regarding benefits. Employees can also contact the Employee Service Center at 480.965.2701 with general benefits questions

**Retiring Employees:** Provide exiting employee with important benefits information from the [Benefits at Retirement Checklist](#).

**COBRA:** Inform the employee that [COBRA information](#) will automatically be sent to their home address 2-4 weeks after separation.

## **Exit Interviews**

Advise employee they have the option of a face-to-face or an online exit interview. If the employee chooses the online interview, direct them to the [online exit interview](#) webpage. If the employee chooses to do a face-to-face interview, please have them contact your [HR Representative or Partner](#).

### **Address Verification**

Verify with the terminating employee that their address on record is correct. If their address has changed, the employee must update their address through [My ASU: My ASU > My Profile](#)

### **Parking Services**

Direct the employee to [Parking Services](#) (480.965.6124) to return parking decal and gate/key cards.

### **Additional Deductions**

If the employee has additional deductions such as season tickets, mortgage, etc., inform them that they will have to make alternative arrangements for payment.

### **What Employees Can Take with Them**

Manager should review items with the employee to determine what information is appropriate to copy and take with them (hard copies and/or electronic format).

### **Email/Phone**

Decide which action is appropriate:

- Employee to put **Out of Office function** on and note referring to appropriate department contact with contact information
- Employee to **forward email** to a particular party
- Employee to **assign delegate(s)**—in Outlook option menu so others can view/respond to email

Decide which action is appropriate:

- Employee to leave **out going message** referring calls to particular person and stating Voice Mail (VM) will not be checked
- Employee to **forward phone calls** to another person and/or number
- **Disconnect phone** with standard message referring callers to another number

Usually the voice mail and email messages are short and simple:

*“Thank you for contacting the [**College/Department Name**], I am*

*currently out of the office without access to voice mail or email. Please contact [**Contact Name**], at [**phone #**] or [**email address**], for assistance. Thank you."*

## **Mail**

Determine how work mail will be handled:

- Who will sort mail and what will be forwarded and where?
- Should all mail go to the manager?

**NOTE:** Per [PUR 704: University Mail Services](#), "Mail Services' distribution is not to be used for personal mail of university employees."

## **Staff and Customer Notification**

Meet with staff to inform them who is handling what duties/responsibilities to ensure duties are covered and staff can respond to inquiries appropriately.

If the employee has significant contacts/relationships with customers outside of the department, create an appropriate correspondence to communicate as necessary regarding the new contact for service. Usually this message is very simple:

*"Employee, who was responsible for [**XXX**] is no longer with us and these responsibilities are now being reassigned to [**Specified Employee**], who can be reached at [**phone #**] or [**email address**]."*

Please also be sure to update department websites and group email distribution lists.

# SPECIFICS DEPENDING ON TYPE OF TERMINATION

This section references the most common types of terminations that are processed. Please contact your [HR Representative or Partner](#) for information on terminations that are not listed.

## **VOLUNTARY TERMINATION (RESIGNATION/RETIREMENT) OF CLASSIFIED STAFF AND/OR SERVICE PROFESSIONAL**

Once the employee notifies their manager of their intentions to terminate employment, the manager should immediately provide the employee with the [Acceptance of Resignation Letter](#) or the [Acceptance of Retirement Letter](#) and a copy of the [Exit Interview Questionnaire](#) (or direct employee to the [online version](#)). If the employee provides a verbal notification, the manager should ask for the resignation in writing and proceed with providing the employee with the appropriate acceptance letter.

### **Discuss the Timeline**

- When is the employee's last day?
- When will the communication go out?
- When will employee return university/department property, etc?

See **General Information** on page 3.

### **Computer Accounts**

The employee's computer access will be terminated once the employee's termination has been processed in PeopleSoft. In some circumstances (i.e. Administrative Leave), the employee's access may need to be terminated prior to their actual termination date. To terminate the employee's access, log into **MyASU** and go to **My Compensation > Manage > Job and Personal Information > Terminate System Access**. Questions regarding which services will be affected based on a specific case can be directed to the ASU Tier 2 Accounts Team at [accountst2@asu.edu](mailto:accountst2@asu.edu).

See [Computer Accounts Information](#)

### **Terminate the Employee in PeopleSoft**

(done by the manager within the pay period of term date):

- Log in to PeopleSoft at [hrsa.oasis.asu.edu](https://hrsa.oasis.asu.edu).

- Go to Manager Self Service > Job & Personal Information
- Terminate Employee (follow the instructions listed online or view the [How to Terminate an Employee BPG](#))

See [HRIS Action/Reason Codes](#) online for appropriate term code/reason.

### **Final Paycheck**

The final paycheck is processed normally. If the employee has direct deposit set up, then the final paycheck will be direct deposited. If the employee receives a paper check, the check will be sent to department or wherever it is normally sent. The department will need to arrange if the check will be mailed to the employee or if the employee will pick up the check.

If applicable, the department must submit a [Vacation/Comp Time Termination Worksheet](#) to their [Payroll Representative](#) prior to payroll being confirmed for the pay period the employee is terming. Please see [Payroll Calendars](#) for key deadline submittal dates.

Follow steps outlined in **Employee's Last Day** on page 4.

### **SERVICE PROFESSIONAL NON-RENEWAL PROCESS ([SPP 320](#))**

The appropriate administrative approval must be obtained prior to providing an employee with a non-renewal notice.

Work with your [HR Representative or Partner](#) to ensure pertinent data is collected, determine particulars of non-renewal (if employee is also a student, timing of non-renewal, outplacement, continued service or place on admin leave until non-renewal date, etc.) and obtain an appropriate non-renewal letter.

Provide employee with non-renewal letter and inform employee of their right to voluntarily resign. Determine if the employee will:

- Remain in position and work through their last day  
OR
- Be placed on paid Administrative leave until their final term date

If placing the employee on Administrative leave during the notice period (prior to their termination date), complete a [Leave of Absence Request Form](#) and submit to the Benefits Office of Human Resources. This form is to be signed by the Supervisor and the Budgetary Approval (**signature of VP, Dean or Designee**).

- If the employee works at the **Tempe or Polytechnic campus**, send to **Mail Code 5612** or **Fax to 480.993.0007**.
- If the employee works at the **Downtown Phoenix or West campus**, send to **Mail Code 2051** or **Fax to 602.543.8412**.

This step is done to indicate the employee is on Administrative Leave and you will then **need to repeat** this step to indicate the employee is 'returning' from leave (prior to entering the termination date).

### **Discuss the Timeline**

- When is the employee's last day?
- When will the communication go out?
- When will employee return university/department property, etc?

See **General Information** on page 3.

### **Computer Accounts**

The employee's computer access will be terminated once the employee's termination has been processed in PeopleSoft. In some circumstances (i.e. Administrative Leave), the employee's access may need to be terminated prior to their actual termination date. To terminate the employee's access, log into **MyASU** and go to **My Compensation > Manage > Job and Personal Information > Terminate System Access**. Questions regarding which services will be affected based on a specific case can be directed to the ASU Tier 2 Accounts Team at [accountst2@asu.edu](mailto:accountst2@asu.edu).

See [Computer Accounts Information](#)

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(done by the manager within the pay period of term date):

- Log in to PeopleSoft at [hrsa.oasis.asu.edu](http://hrsa.oasis.asu.edu).
- Go to Manager Self Service > Job & Personal Information
- Terminate Employee (follow the instructions listed online or view the [How to Terminate an Employee BPG](#))
- Term code/reason = Involuntary Completion of Contract

Contact your [Payroll Representative](#) ASAP as employee must be paid within 3 working days of their termination date (a non-renewal is considered an involuntary termination):

See **Involuntary Termination Pay Instructions** on page 15.

Follow steps outlined in **Employee's Last Day** on page 4.

## **INVOLUNTARY TERMINATION FOR CAUSE OF CLASSIFIED STAFF**

The appropriate administrative approval must be obtained prior to terminating an employee for cause.

Work with your [HR Representative or Partner](#) to ensure that all appropriate steps leading up to recommendation for termination have been taken (coaching, progressive discipline), to schedule a pre-termination hearing and to **create a Recommendation to Terminate letter**.

Provide the employee with a Recommendation to Terminate letter to the employee which will specify a pre-termination hearing date, time and location. At the discretion of Administrative official, notify employee of their right to resign in lieu of termination (they will still be ineligible for re-hire). Determine if the employee will:

- Remain in position and work through their last day

OR

- Be placed on paid Administrative leave until their final term date

If placing the employee on Administrative leave during the notice period (prior to their termination date), complete a [Leave of Absence Request Form](#) and submit to the Benefits Office of Human Resources. This form is to be signed by the Supervisor and the Budgetary Approval (**signature of VP, Dean or Designee**).

- If the employee works at the **Tempe or Polytechnic campus**, send to **Mail Code 5612** or **Fax to 480.993.0007**.

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- When is the employee’s last day?
- When will the communication go out?
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See **General Information** on page 3.

### **Computer Accounts**

The employee’s computer access will be terminated once the employee’s termination has been processed in PeopleSoft. In some circumstances (i.e. Administrative Leave), the employee’s access may need to be terminated prior to their actual termination date. To terminate the employee’s access, log into **MyASU** and go to **My Compensation > Manage > Job and Personal Information > Terminate System Access**. Questions regarding which services will be affected based on a specific case can be directed to the ASU Tier 2 Accounts Team at [accountst2@asu.edu](mailto:accountst2@asu.edu).

See [Computer Accounts Information](#)

### **Terminate the Employee in PeopleSoft**

(pre-term hearing has been upheld)

(done by the manager within the pay period of term date):

- Log into PeopleSoft at [hrsa.oasis.asu.edu](http://hrsa.oasis.asu.edu).
- Go to **Manager Self Service > Job & Personal Information**
- Terminate Employee (follow the instructions listed online or view the [How to Terminate an Employee BPG](#))

See [HRIS Action/Reason Code](#) document for appropriate term code/reason.

Contact your [Payroll Representative](#) ASAP as employee must be paid within 3 working days of their termination date.

See **Involuntary Termination Pay Instructions** on page 15.

Follow steps outlined in **Employee's Last Day** on page 4.

## **TEMPORARY AND/OR PROBATIONARY TERMS**

No pre-termination hearing is required. Please work with your [HR Representative or Partner](#) to create a termination letter.

Provide the employee with the termination letter. Accrued vacation will be used as a part of the employee's two-week notice period. If the employee has less than two weeks of accrued vacation, determine if the remainder of the two-week notice the employee will:

- Remain in position and work through their last day  
OR
- Be placed on paid Administrative leave until their final term date

If placing the employee on Administrative leave during the notice period (prior to their termination date), complete a [Leave of Absence Request Form](#) and submit to the Benefits Office of Human Resources. This form is to be signed by the Supervisor and the Budgetary Approval (**signature of VP, Dean or Designee**).

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This step is done to indicate the employee is on Administrative Leave and you will then **need to repeat** this step to indicate the employee is 'returning' from leave (prior to entering the termination date).

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prior to their actual termination date. To terminate the employee's access, log into **MyASU** and go to **My Compensation > Manage > Job and Personal Information > Terminate System Access**. Questions regarding which services will be affected based on a specific case can be directed to the ASU Tier 2 Accounts Team at [accountst2@asu.edu](mailto:accountst2@asu.edu).

See [Computer Accounts Information](#)

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(done by the manager within the pay period of term date):

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- Go to **Manager Self Service > Job & Personal Information**
- Terminate Employee (follow the instructions listed online or view the [How to Terminate an Employee BPG](#))

See [HRIS Action/Reason Code](#) document for appropriate term code/reason.

Contact your [Payroll Representative](#) ASAP as employee must be paid within 3 working days of their termination date.

See **Involuntary Termination Pay Instructions** on page 15.

Follow steps outlined in **Employee's Last Day** on page 4.

## **INVOLUNTARY TERMINATION DUE TO JOB ABANDONMENT**

When employee has been a no-call, no-show for 3 days, you can begin the termination process due to job abandonment (Per [SPP 1011: Involuntary Termination](#)).

Work with your [HR Representative or Partner](#) to create a notification letter to the employee. The letter will indicate that they are considered to have abandoned their position and if they do not contact the department within two days of receipt of letter, the department will continue with the termination process.

**NOTE:** The letter must state that failure to return to work, request leave or appear at the pre-termination hearing will result in termination and must state effective date of termination.

If there is no response within that timeframe or the employee fails to appear at the pre-termination hearing, work with your [HR Representative or Partner](#) to create a termination letter.

### **Discuss the Timeline**

- When will the communication go out?
- When will employee return university/department property, etc?

See **General Information** on page 3.

### **Computer Accounts**

The employee's computer access will be terminated once the employee's termination has been processed in PeopleSoft. In some circumstances (i.e. Administrative Leave), the employee's access may need to be terminated prior to their actual termination date. To terminate the employee's access, log into **MyASU** and go to **My Compensation > Manage > Job and Personal Information > Terminate System Access**. Questions regarding which services will be affected based on a specific case can be directed to the ASU Tier 2 Accounts Team at [accountst2@asu.edu](mailto:accountst2@asu.edu).

See [Computer Accounts Information](#)

### **Terminate the Employee in PeopleSoft**

(no response or pre-termination hearing upheld)

(done by the manager within the pay period of term date):

- Log into PeopleSoft at [hrsa.oasis.asu.edu](http://hrsa.oasis.asu.edu).
- Go to Manager Self Service > Job & Personal Information
- Terminate Employee (follow the instructions listed online or view the [How to Terminate an Employee BPG](#))
- Term code/reason = Involuntary – Job Abandonment

Contact your [Payroll Representative](#) ASAP as employee must be paid within three working days of their termination date:

See **Involuntary Termination Pay Instructions** on page 15.

Follow steps outlined in **Employee's Last Day** on page 4.

# INVOLUNTARY TERMINATION PAY INSTRUCTIONS

Contact your [Payroll Representative](#) ASAP.

## **Payment of Wages**

Employees who are involuntarily terminated will be paid wages due within three working days or the end of next regular pay period, whichever is sooner.

## **Final Pay**

### **Next pay period end date is more than 3 working days away:**

- Use the Online Pay Correction Form in PeopleSoft to request an on-line check
- The final paycheck will be available for pick up in the HR Employee Service Center or Student Service Center within three working days
- If applicable, the department must submit a [Vacation/Comp Time Termination Worksheet](#) to their [Payroll Representative](#) prior to payroll being confirmed for the pay period the employee is terming

Please see [Payroll Calendars](#) for key deadline submittal dates.

### **Next pay period end date is less than 3 working days away:**

- If the employee has direct deposit set up, then the final paycheck will be direct deposited
- If the employee receives a paper check, the check will be sent to the department or where it is normally sent
- If applicable, the department must submit a [Vacation/Comp Time Termination Worksheet](#) to their [Payroll Representative](#) prior to payroll being confirmed for the pay period the employee is terming

Please see [Payroll Calendars](#) for key deadline submittal dates.