

Involuntary separation

- 1. Obtain the appropriate administrative approval before terminating an employee.
- 2. Work with your [HR Representative or OHR Partner](#) to ensure that all appropriate steps are complete leading up to the recommendation for separation notice.
- 3. Provide the employee with two weeks' notice and determine one of the following:
 - ï Employee remains in their current position and will work through their last day.
 - ï Employee is placed on paid administrative leave until their final term date.
- 4. If placing the employee on administrative leave – before their termination date, complete a [DMX Form](#) and submit it to Data Management. This form is to be signed by the supervisor and the budgetary approval – **a vice president, dean or designee signature.**

Employee's last day

Collect all applicable university property, including but not limited to these items:

- Cellphone, Blackberry, pager, and all accessories – chargers, cases, headphones, etc.
- Keys.
- Laptop, iPad, notebook and all accessories – mouse, chargers, cases, headphones, etc.
- P-Card or any other type of purchasing card.
- Sun Card. Employee must turn in card to supervisor to destroy.
- University records – digital and paper.
- Other miscellaneous equipment purchased by the university.

Note: If the employee has any outstanding items to return, we cannot withhold their check, but we can arrange for pick up or bill them for the actual cost of replacing an item, such as keys.

Address verification

- Verify with the terminating employee that the address ASU has on file is correct.

Benefits information

- Provide the departing employee with the [information for exiting employees sheet](#).
- Inform the employee that COBRA information will automatically be sent to their home address on file within two to four weeks after separation.

Additional deductions

- If applicable, notify the employee to make alternative arrangements for deductions, such as season tickets, alumni association dues, etc., which were previously automatically deducted from their paychecks.

What employees can take with them

- Review items with the employee to determine what information is appropriate to copy. Provide both electronic and hard copies. The employee should not take confidential or proprietary university records.

Email or phone

- Arrange to have the employee or IT place an **out-of-office message** in Outlook with information directing callers to the appropriate department contact. Or arrange to forward the employee's email to an alternative department contact.
- Arrange to place an **out-of-office message** on voice mail directing callers to an alternate department contact and stating voice mail will not be checked. Or arrange to have all phone calls forwarded to another person or number. Or, disconnect the phone and place a recorded message directing callers to another number.

Mail

- Determine who will sort employee's mail, what mail should be forwarded, and to whom.

Staff and customer notification

- If applicable, update department websites and group email distribution lists.
- If necessary, create an appropriate correspondence to communicate to outside vendors that the employee is no longer with the university and provide new information for new contact.
- Meet with staff to inform them which duties or responsibilities have been reallocated and to whom to ensure there is no disruption in service, enabling staff to respond to inquiries appropriately and timely.

Computer accounts

- If necessary, terminate the employee's computer access before their actual termination date; otherwise, it will be removed once the termination has been processed in PeopleSoft.

Terminate the employee in PeopleSoft

- Manager must enter **termination** in PeopleSoft within the pay period of term date. Please note the effective date is the day after the actual termination date. See [HR action or reason code](#) page for appropriate term code or reason.

Final paycheck

- Contact your [payroll representative](#) ASAP as an employee must be paid within seven working days of their termination date or the end of the next regular pay period, whichever comes first.