Tennessee State University
Employee Separation Procedures

An effective and consistent separation process plays an important role in protecting the interests of both the university and exiting employees.

A streamlined separation process:

- Protects physical property and maintains an operating knowledge base.
- Ensures compliance and security regarding systems and physical access.
- Assists in the transfer of knowledge.
- Provides employees with an organized way to conclude and transfer projects.
- Collects valuable feedback.
- Helps maintain and promote our reputation as an Employer of Choice.

Refer to: TSU Policy- Clearance Procedure for Terminating Employees (6.8)

Departing Employee Responsibilities

- Submit letter of resignation to supervisor (14 days’ notice for semi-monthly or non-exempt employees and 30 days’ notice for monthly or exempt employees).
- Continue to follow attendance and all other University policies and procedures.
- Complete documentation of Knowledge Transfer as requested by supervisor.
- Complete Employee Exit Form. Pay, or make arrangements to pay, for any debts owed to the University. This form will need verification signatures from the following departments:
  - Bursar’s Office – Verify that any financial obligations to the university have been met.
  - Parking Services – Verify that any outstanding parking obligations have been met.
    Return Parking Permit and Identification Badge to Parking Services. Parking Services will issue a temporary parking permit and Visitor ID badge for your use until the last day of work.
  - Human Resources – Verify that any Educational Assistance payback provisions have been met.

If any funds are owed, you must either pay or agree to have funds deducted from your final paycheck. Sign the payroll authorization section of the Employee Exit Form. Human Resources will forward this to Payroll.

Please note: If your position is grant funded, you must ensure that all Time and Effort Certification forms are current and submitted. You must also obtain a signature from Grants Administration (Finance and Accounting) to verify that your Time and Effort certification is current.

Return completed Employee Exit Form to Human Resources via fax to (615) 963-5027, via e-mail at exitshr@tnstate.edu or in person no later than three days after last day of work.

- Complete an on-line Exit Survey within two (2) weeks of receipt. The Office of Human Resources will e-mail a link to you.
- Read Information for Employees Leaving Tennessee State University for information regarding benefits, if applicable (continuation and termination), and other vital information.
- Return department-issued equipment, keys and materials to supervisor.
In order to receive your final paycheck in a timely manner, complete web time entry, timesheet or leave request form on your last day actively at work, and submit to your supervisor for approval.

**Supervisor Responsibilities**
- Accept letter of separation (resignation or retirement).
- Deliver termination notices to employees who are being discharged.
- Notify Employee Separation Administration, ESA, via email to ESA@tnstate.edu within twenty-four (24) hours of receiving notice from employee or approved discharge notice.
- Complete Personnel Action Request Form (PARF) along with resignation or discharge letter through People Admin for processing after separation date has been established.
- To post newly vacated position to find a replacement, make a separate request through PeopleAdmin.
- Collaborate with employee to complete Knowledge Transfer documentation, if necessary. This form has been created to provide for an orderly transition of responsibilities, to document current and outstanding projects, upcoming deadlines, contact information for outside vendors, and other institutional knowledge that might be lost during transition.
- Complete Supervisor Exit Form for Separating Employee. Return form to Human Resources via fax to (615) 963-5027, via e-mail to exitshr@tnstate.edu or in person.
- Ensure that employee has completed web time entry, timesheet or leave request on last day of work so that final paycheck can be issued timely.
- **If employee is paid by grant funds, ensure that employee has completed and submitted all Time and Effort Certification. You should verify this by contacting the office of Finance & Accounting.**
- Collect all department-issued equipment, keys and materials from the separating employee no later than employee’s last day of work

**If applicable:**
- Remove employee’s name plate/desk plate.
- Remove employee’s name/number from department telephone list.
- Remove employee’s mailbox from departmental mailboxes.
- Remove employee’s name from organizational charts, websites, etc.

**Human Resources Responsibilities**
- E-mail Exit Survey link to employee.
- Request Supervisor Exit Form for Separating Employee and verify completion.
- Request Employee Exit Form and verify completion.
- Send the form to Payroll if forms are owed to TSU, to authorize withholding from final paycheck.
- Submit appropriate termination information to various vendors.
- Notify Payroll of terminal pay.
- Terminate employment status of employee according to personnel actions in PeopleAdmin.
- Notify employee of any funds owed for Educational Assistance Payback provisions.

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