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UNIVERSITY OF MICHIGAN

SECTION:	Human Resources
SUBJECT:	Employment Hiring Process – Termination of Employee Process Documentation
APPLIES TO:	All Regular Staff Members (Excludes Temporary Employees)

Termination of Employee Process Overview
The objective of the termination of employee process is to ensure that employees are properly terminated, final payments are accurate and applicable security access has been restricted.

Termination of Employee Process

Activity	Responsibility	Reference/Comments
If the position is a bargained-for position, refer to the appropriate contract for process activities.		For information on Unions and Contracts: http://www.hr.umich.edu/staffhr/unions.html
If the position is a Regent-approved position, refer to the Regents Bylaws, and Regents Communication Manual for process activities.		Regents Bylaws can be found at http://www.regents.umich.edu/bylaws/. Regents Communication Manual can be found at http://www.hr.umich.edu/acadhr/manual/index.html.
Receive notice of termination. Notify appropriate parties per unit policy, if applicable.	Department Supervisor/Manager	SPG 201.72, Reduction in Force Failure to accept an offered appointment at a salary of 80% or more of his/her prior salary can result in termination of a staff member on RIF status. Department resources concerning Reduction-in-Force can be accessed at http://www.hr.umich.edu/empserv/department/rif.html. SPG 201.65-1, Conflicts of Interest and Conflicts of Commitment Consult department's policy. SPG 201.43, Probationary Period
If applicable, notify HR Officer.	Department Supervisor/Manager	

If employee has not been recommended for rehire or for a different position (i.e. the rehire status is "restricted" or "no rehire"), begin Termination Workflow and scan supporting documents. Complete appropriate fields pertaining to the termination via the SSC HR eForm. The eForm should be completed as soon as pertinent information is known regarding staff member's termination from the University, and prior to the termination effective date to avoid possible overpayments. If a staff member is retiring, the SSC HR eForm should be prepared and processed sixty (60) days prior to the effective date to facilitate proper handling of prepaid staff benefit deductions.	Department Supervisor/Manager	For instructions and information on how to use Termination Workflow, start the item called "HR Workflow Transactions" and open the document titled "Create a Termination Workflow Transaction – Step-by-Step Procedure." Complete the required training (MyLinc course HRE107) before access is given to complete termination workflow transaction (OARS role: HR PAR UPDATER). SPG 201.40, Termination of Employment SPG 201.83, Retirement
SSC HR Coordinators will route electronically via MPathways PAR workflow to designated person to review and approve. SSC HR Coordinator will route to designated Central HR representative. If employee has not been recommended for rehire or for a different position, Central HR Representative needs to be included in workflow approval process.	SSC HR Coordinator	Approval should be done by someone with higher level authority. Approvers must take the required training (MyLinc course HRS104) before access is given to approve transactions (OARS role: HR PAR APPROVER.
Cancel P-Card by submitting P-Card Maintenance Form to the Purchasing Card Group.	Department Supervisor/Manager	The P-Card Maintenance Form can be accessed at http://procurement.umich.edu/card-programs/forms.
Confirm employee has submitted all P-Card expenses through the Travel & Expense Reporting system (Concur).	Department Supervisor/Manager	If employee has already left, contact Procurement Services for further assistance. Out of pocket expenses cannot be submitted through submitted through Concur once the employee leaves. Reimbursement of out of pocket expenses, if necessary, must be completed on a "paper" expense report/non PO voucher and sent to A/P.
Confirm employee's final time reporting; approve employee's time.	Department Supervisor/Manager	

Contact ITCom to have the staff members telephone password reset and/or have the telephone calls forwarded.	Department Supervisor/Manager	https://blue.itcom.itd.umich.edu/UofM/WebObjects/OnLineServiceCenter.woa/3/wo/kpwNdEMKQCnIbXSUt3XU2M/0.9.9
Collect all University keys, credit cards, UM ID's, phones, radio phones, home CPU's, Duo Token (if applicable), assigned petty cash and petty cash vouchers from them.	Department Supervisor/Manager	
Notify staff member to clean out their personal information from email as well as computer files. Notify local systems department to remove email and computer access.	Department Supervisor/Manager	
Complete request to delete M-Pathways access through Online Access Request System (OARS).	Department Supervisor/Manager	OARS can be accessed at: http://its.umich.edu/accounts-access/administrative-access/oars.
If applicable, get the employee to sign an As Needed Effort Certification Report prior to terminating from the University.	Department Supervisor/Manager	Run "As Needed, Effort Certification Reports" MAISLINC Run the As-Needed Effort Certification Report - Quick Reference For detailed information on effort reporting see: http://finance/umich.edu/finops/reporting/effort (Login with uniqname and Kerberos password.) See process documentation for Effort Certification Reporting Process.
Remove employee from timekeeping static group if applicable. Contact SSC Time and Leave group.	Department Supervisor/Manager	http://ssc.umich.edu/services/human-resources/time-leave-admin
Refer to the Termination Checklist for items not listed here that are applicable for the unit, and follow any additional local exit checklists, if applicable.	Department Supervisor/Manager	Termination Checklist can be found at https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20140-termination-employment.
Verify that correct vacation payout is made to employee by reviewing management reports (i.e. gross pay register, applicable management reports).	SSC Time and Leave Group	

Verify that employee has been removed and that monthly salary employee is not being paid after termination by reviewing management reports (i.e. gross pay register, applicable management reports).	FBS	

Other related information:

Key Contacts:
- Additional employment resources for departments can be found on the Recruiting and Employment Services website at http://www.hr.umich.edu/empserv/.

- Contact your HR Unit Liaison for eMploy access question.

- Contact HR Officer for any concerns.

- For University HR assistance contact University HR Rep, or University HR Employment Process Coordinator.

Related Standard Practice Guides:

- In accordance with SPG 201.43, Probationary Period, during the initial six months of regular employment, employees are considered probationary. There is no obligation to continue employment through the probationary period. For bargained-for positions, refer to the appropriate contract for information on the probationary period.

- In accordance with SPG 201.35, Non-Discrimination, the University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, color, religion, creed, national origin or ancestry, age, marital status, sexual orientations, gender identity, gender expression, disability, special disabled veteran and Vietnam-era veteran status, and height or weight, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices.

- In accordance with SPG 201.46, Personnel Records - Collection, Retention and Release, the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.

- Refer to SPG 604.01, Department Record Retention For Business and Financial Records, to determine the proper record retention period relating to the job posting process.

- In accordance with SPG 201.78, Unemployment Compensation, current and former University staff who meet eligibility requirements may draw unemployment compensation payments during periods of unemployment, in accordance with the Federal Employment Security Amendments of 1970, and the Michigan Employment Security Act.

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Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
8/1/2007	Original template created	All	
11/20/2008	Updated with SPG revisions and corrected links	All	
1/18/2011	Minor update made for FY2011 Certification (notifying employee if not recommended for rehire and ensuring expenses have been submitted)	2	
1/5/2012	Minor update made related to contacting Procurement for unsubmitted expense reports	2	
1/2013	Updated with new workflow process	1,2	
1/15/15	New management reports	4	
11/2016	Updated Link and added bi-weekly employees to some language	3-4	
09/2017	Added updated URL for OARS access.	3	
08/2018	Updated MyLINC references and URLs for OARS access and Effort Certification Reporting	2, 3	

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