**SECTION**: Human Resources

**NOTE:** Any changes to process due to pandemic or remote work should be documented in procedures.

**SUBJECT**: Employment Hiring Process - - Termination of Employee Process Documentation

**APPLIES** **TO**: All Regular Staff Members (Excludes Temporary Employees)

**NOTE: Changes for FY2025 are identified in red text**

**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: Union Contracts and Wage Schedules: <https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules>Academic Contracts: <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/contracts> |
| If the position is a Regent approved position, refer to the Regents Bylaws and Regents Communication Manual for process activities. |  | Board of Regents Bylaws can be found at: <http://www.regents.umich.edu/bylaws/>Academic Personnel Regents Communication Manual can be found at: <http://www.hr.umich.edu/acadhr/manual/index.html> |
| Receive notice of termination. Notify appropriate parties per local policy, if applicable. | [insert appropriate person/position] (Staff member’s supervisor, HR Officer) | [SPG 201.72, Reduction in Force](http://www.spg.umich.edu/policy/201.72)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 (RIF) Resources for Administrators can be accessed at [https://hr.umich.edu/working-u-m/management-administration/additional-resources-supervisors-managers/reduction-force-rif-resources-administrators](https://hr.umich.edu/working-u-m/management-administration/additional-resources-supervisors-managers/reduction-force-rif-resources-administrators%20) [SPG 201.65-1, Conflicts of Interest and Conflicts of Commitment](http://www.spg.umich.edu/policy/201.65-1)Consult department’s policy [insert Local Policy]. [SPG 201.43, Probationary Period](http://www.spg.umich.edu/policy/201.43) |
| If applicable, notify HR Officer. | [insert appropriate person/position] (Staff member’s supervisor) |  |
| 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 Termination Workflow (located in M-Pathways Student Administration & Human Resources Management System). The workflow should be completed as soon as pertinent information is known regarding staff member's termination from the University and prior to the effective date in order to avoid possible overpayments. If a staff member is retiring, the workflow should be prepared and processed sixty (60) days prior to the effective date to facilitate proper handling of prepaid staff benefit deductions. | [insert appropriate person/position] (HR Officer, Business Administrator, Administrative Assistant)  | For instructions and information on how to use Termination Workflow, see [*PAR Transaction: Termination Retirement (Job Data)*](https://docs.google.com/document/d/1vDN-L6bMkUSDMZWRnNSOpLlRTxvq05Ofu542C2d_xaY/edit?usp=sharing) Complete the required training ([My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) course HRE107) before access is given to complete the termination workflow transaction (OARS role: HR PAR UPDATER). [SPG 201.40, Termination of Employment](http://www.spg.umich.edu/policy/201.40) [SPG 201.83, Retirement](http://www.spg.umich.edu/policy/201.83) |
| Route transaction to appropriate person(s) to review and approve. If employee has not been recommended for rehire or for a different position, Central HR Representative needs to be included in workflow approval process. | [insert appropriate person/position] (Department Head, Dean, Director, Business Administrator, HR Officer) | Approval should be done by someone with higher level authority.Approvers must take the required training ([My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) course HRE104) before access is given to approve transactions (OARS role: HR PAR APPROVER). |
| Ensure appropriate documentation for1. Resignation (reason for leaving, last date worked, copy of resignation letter)

or1. Discharge (violation of policy, final incident, date of termination, date of incident, dates of prior verbal and written warnings)

and1. Termination Reason Description is used for resignation

so that employer unemployment liability is mitigated.***NOTE:*** *Most cases do not warrant unemployment compensation. Contact University HR with any questions. Contact Staff HR Services (*[*https://hr.umich.edu/about-uhr/service-areas-offices/staff-hr-services*](https://hr.umich.edu/about-uhr/service-areas-offices/staff-hr-services)*) with any questions.* | [insert appropriate person/position] (HR Officer, Business Administrator, Administrative Assistant)  | Termination Reason Descriptions: <https://hr.umich.edu/sites/default/files/action_reason_chart.pdf>Unemployment SPG 201.78: <https://spg.umich.edu/policy/201.78>Unemployment Compensation: <https://hr.umich.edu/working-u-m/management-administration/uhr-procedures/20178-unemployment-compensation> |
| Cancel PCard/Travel Card by submitting Request to Change My Card eForm.  | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) | The Request to Change My Card Form can be accessed at: <http://procurement.umich.edu/card-programs/forms> |
| Confirm employee has submitted all PCard/Travel Card expenses through Emburse Enterprise. | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) | If employee has already left, contact Procurement Services for further assistance. Out of pocket expenses cannot be submitted through Emburse Enterprise 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. | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) |  |
| Contact Information Technology Services (ITS) to have the staff member’s telephone password reset and/or have the telephone calls forwarded. | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) | <https://its.umich.edu/help> |
| Collect all University keys, credit cards, UM ID’s, phones, radio phones, home CPU’s, assigned petty cash and petty cash vouchers from them. | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) |  |
| Turn in UM ID (MCard) to Campus ID Issuing Station in person or via Campus Mail. | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) | For locations see: <https://finance.umich.edu/treasury/mcard/get-your-mcard/name-status-changes#:~:text=Permanently%20Leaving%20the%20University> |
| 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.  | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) |  |
| Complete request to delete M-Pathways access through Online Access Request System (OARS). | [insert appropriate person/position] (HR Unit Liaison) | OARS can be accessed at: <http://its.umich.edu/accounts-access/administrative-access/oars> |
| **M-PATHWAYS LIST UPDATES** |  |  |
| If applicable, get the employee to sign an As Needed paper Effort Certification Report prior to terminating from the University. | [insert appropriate person/position] HR Officer, Department Manager | Run As Needed Effort Certification ReportsFor instructions:Go to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) and searchfor Effort Certification, or go to Wolverine Access > M-Pathways Human Resource Management System > Navigator > Workforce Administration > Workforce Reports > As needed Effort Certification.For detailed information on effort reporting see: <http://finance.umich.edu/finops/payroll/faculty/effort/adhoc_certification>See process documentation for [Effort Certification Reporting Process](http://finance.umich.edu/finops/payroll/faculty/effort). |
| Remove employee from timekeeping static group if applicable.  | [insert appropriate person/position] (Timekeeper) |  |
| Refer to the Termination Checklist for items not listed that are applicable for unit and follow any additional local exit checklists, if applicable. | [insert appropriate person/position] (Staff member’s supervisor, Administrative Assistant) | 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
* employee has been removed and that bi-weekly or monthly salaryis not being paid after termination by reviewing management reports (i.e., gross pay register, applicable management reports).
 | [insert appropriate person/position] (HR Officer, Business Administrator, Administrative Assistant) |  |

Other related information:

Key Contacts:

* Additional employment resources for departments can be found on the Talent Acquisition website at <https://hr.umich.edu/working-u-m/management-administration/talent-acquisition> and [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) *eRecruit: User Resources*.
* Contact your HR Unit Liaison [insert name] for M-Pathways eRecruit access question.
* Contact HR Officer [insert HR Office or equivalent name] for any concerns.
* For University HR assistance contact University HR Rep.

Related Standard Practice Guides:

* In accordance with [SPG 201.43, Probationary Period](http://www.spg.umich.edu/policy/201.43), 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](http://www.spg.umich.edu/policy/201.35), 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](http://www.spg.umich.edu/policy/201.46), 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, Departmental Record Retention for Business and Financial Records](http://spg.umich.edu/policy/604.01), to determine the proper record retention period relating to the job posting process.
* In accordance with [SPG 201.78, Unemployment Compensation](http://spg.umich.edu/policy/201.78), 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.

Record of Revisions:

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| --- | --- | --- | --- |
| **Date of Issue** | **Description of Change** | **Page(s) Affected** | **Approved By** |
| 8/1/2007 | Original template created | All | [insert name] |
| 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 |  |
| 11/2017 | Updated links | 3-4 |  |
| 11/2018 | Reviewed for FY19 updates – No changes noted |  |  |
| 11/2019 | Clarifying language and updated links | 1,3,4 |  |
| 12/2020 | Added ensure appropriate documentation and termination reason description for both resignation and discharge | 3 |  |
| 12/2021 | Clarifying language | 1, 3 |  |
| 12/2022 | Updated link and site name | 1, 2, 5 |  |
| 12/2023 | No change |  |  |
| 12/2024 | Clarifying language, updated MCard info | 3, 4 |  |

Document Owner: [insert name], [insert title]

Administrative Owner: [insert name], [insert title]