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

FINANCE
UNIVERSITY OF MICHIGAN

SECTION: Human Resources

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

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

NOTE: This document has been revised as part of the Annual Internal Controls Update

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.	EBS Director, Department Supervisor	For information on Unions and Contracts: Union Contracts and Wage Schedules Academic Contracts
If the position is a Regent approved position, refer to the Board of Regents Bylaws and Academic Personnel Regents Communication Manual for process activities.	EBS Director, Department Supervisor	
Receive notice of termination. Notify appropriate parties per local policy, if applicable.	Department Supervisor, Department Administrator	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 Reduction in Force (RIF) Resources for Administrators SPG 201.65-1, Conflicts of Interest and Conflicts of Commitment Consult department's policy if available. SPG 201.43, Probationary Period
If applicable, notify HR Officer.	Department Supervisor,	

	Department Administrator	
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.	Department Supervisor, Department Administrator	For instructions and information on how to use Termination Workflow, see *PAR Transaction: Termination Retirement (Job Data)* Complete the required training (My LINC course HRE107) before access is given to complete the termination workflow transaction (OARS role: HR PAR UPDATER). SPG 201.40, Termination of Employment SPG 201.83, Retirement
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.	SSC HR Coordinator	Approval should be done by someone with higher level authority. Approvers must take the required training (My LINC course HRE104) before access is given to approve transactions (OARS role: HR PAR APPROVER).
Ensure appropriate documentation for a) Resignation (reason for leaving, last date worked, copy of resignation letter) or b) Discharge (violation of policy, final incident, date of termination, date of incident, dates of prior verbal and written warnings) and c) Termination Reason Description is used for resignation is expected to be attached to the PAR, in most cases so that employer unemployment liability is mitigated.	Department Administrator, HR Unit Liaison	Termination Reason Descriptions SPG 201.78 Unemployment Compensation Unemployment Compensation on the HR website provides additional procedures and steps. ***NOTE:*** *If employee is being placed on the Restricted Table, then a notification letter is sent to the employee and attached to the PAR termination transaction.*

NOTE: *Most cases do not warrant unemployment compensation. Contact Staff HR Services with any questions.*		
Cancel PCard/Travel & Hosting Card by submitting a Request a Change to My Card eForm.	Department Supervisor, Department Administrator	
Confirm employee has submitted all PCard/Travel & Hosting Card expenses through Emburse Enterprise.	Department Supervisor, Department Administrator	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.	Department Supervisor, Department Administrator	
Contact Information Technology Services (ITS) through SRS - Request Service (Phone & Data Lines/User Change – Softphone) to have the staff member's telephone password reset and/or have the telephone calls forwarded.	Department Supervisor, Department Administrator	
Collect all University keys, credit cards, UM ID's, phones, radio phones, home CPU's, assigned petty cash and petty cash vouchers from them.	Department Supervisor, Department Administrator	
Turn in UM ID (MCard) to Campus ID Issuing Station in person or via Campus Mail.	Employee or Department Supervisor, Department Administrator	About Your MCard on the Shared Services website, provides information on features, uses and locations.
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, Department Administrator	

Complete request to delete M-Pathways access through Online Access Request System (OARS).	Department Administrator, HR Unit Liaison	
M-PATHWAYS LIST UPDATES		
If applicable, get the employee to sign an As Needed paper Effort Certification Report prior to terminating from the University.	Department Supervisor, Department Administrator, HR Unit Liaison	Run As Needed Effort Certification Reports For instructions: Go to My LINC and search-for Effort Certification, or go to Wolverine Access > M-Pathways Human Resource Management System > Navigator > Workforce Administration > Workforce Reports > As needed Effort Certification. Effort Reporting, on the payroll website provides detailed information, including process documentation.
Remove employee from timekeeping static group if applicable.	Department Supervisor, Department Administrator	
Refer to the Termination Checklist for items not listed that are applicable for unit and follow any additional local exit checklists, if applicable.	Department Supervisor, Department Administrator	
Verify that - correct vacation payout is made to employee - employee has been removed and that bi-weekly or monthly salary-is not being paid after termination by reviewing management reports (i.e., gross pay register, applicable management reports).	SSC Time & Leave Group	***NOTE:*** *If employee Work Authorization is expiring then a termination should be processed if the employee is not expected to work after that date.*

Other related information:

Key Contacts:

- Additional employment resources for departments can be found on the Talent Acquisition website and My LINC *eRecruit: User Resources*.
- Contact your HR Unit Liaison for M-Pathways eRecruit access questions.
- Contact HR Officer for any concerns.

- For University HR assistance contact University HR Rep.

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, Departmental 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.

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
8/1/2007	Original template created	All	Eric Sortor
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	
4/2025	Added notes about restricted table, work authorization	3, 5	
11/2025	Updated links per Accessibility Quick Tips, added clarifying language	All	

Document Owner: Executive Business Services (EBS) and its supported departments
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