

The Office of Human Resources  
Presents.....

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TERMINATION TIME...  
THE CLOCK IS TICKING

PRAIRIE VIEW A&M UNIVERSITY

# EMPLOYEE TERMINATION

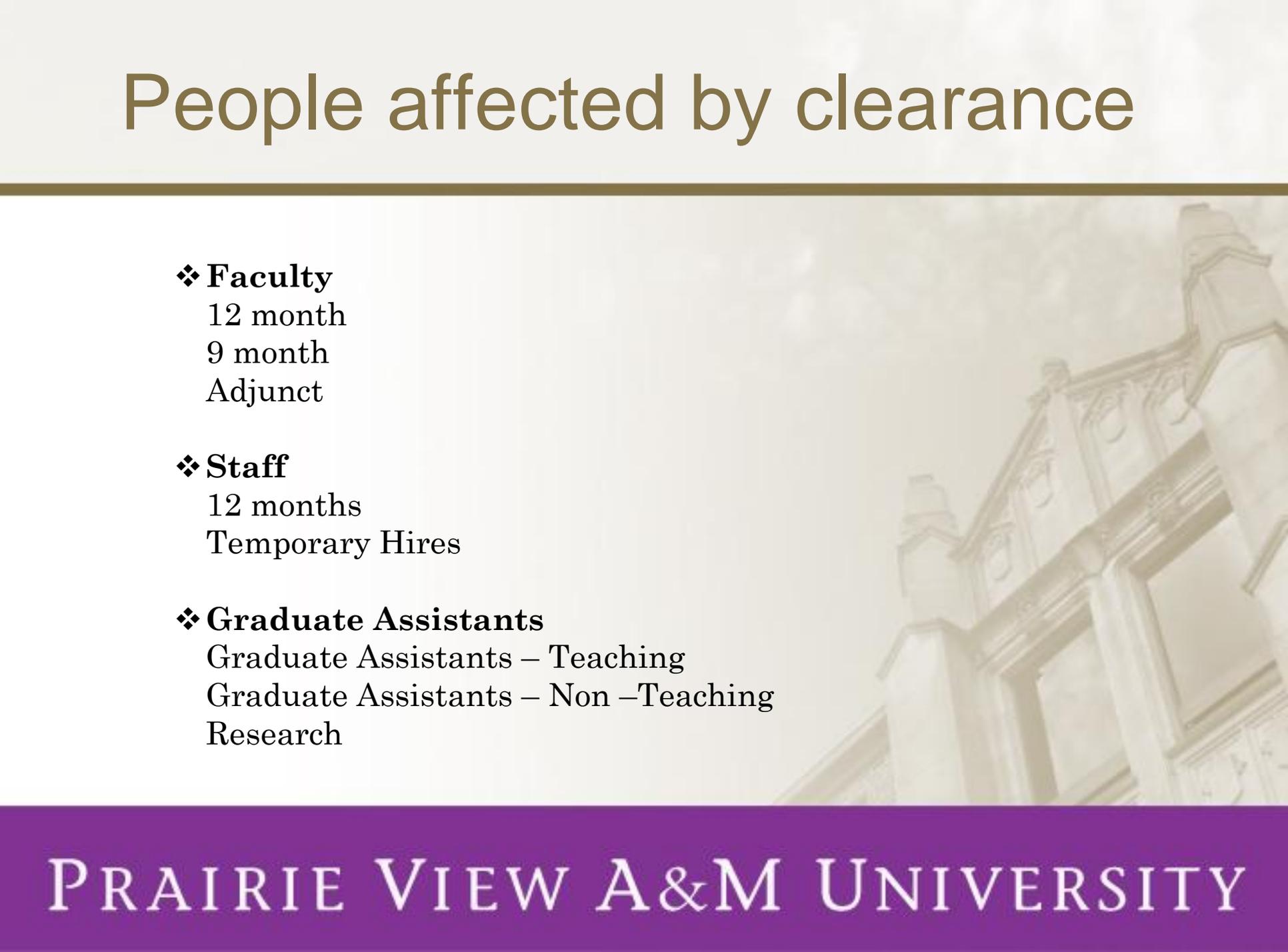
## (Types of Terminations)

Employee termination can be voluntary or involuntary.

- Involuntary termination - Department submits termination letter to employee. Termination letter should be reviewed and approved by Assistant Vice President of Human Resources and/or Director of Employee Services prior to issuing to employee.
- Voluntary termination - Employee submits letter of resignation to the department to include last day of work.

Transfer within the University - Employee submits letter of resignation to the department to include last day of work at their current department and the department they will be transferring to on campus.

# People affected by clearance



## ❖ Faculty

12 month

9 month

Adjunct

## ❖ Staff

12 months

Temporary Hires

## ❖ Graduate Assistants

Graduate Assistants – Teaching

Graduate Assistants – Non –Teaching

Research

# TERMINATION STEPS

Upon receipt of a resignation letter or the issuance of a termination letter to employee the department is to complete an EPA for termination based on the following guidelines:

- EPA should include employee termination date
- Termination Letter should be attached to EPA.
- If the department is unable to attach the letter of termination /resignation letter, a copy of the letter should be provided to the Office of Human Resources in hard copy form.

# TERMINATION STEPS cont'd...

Employee termination is critical to the department for the following reasons:

- Employee will continue to receive a paycheck from the University until termination EPA is done.
- Based on Senate Bill 51, timely processing of termination using an EPA is necessary to avoid paying insurance premiums for terminated employees.
- The insurance premiums charges will be assessed to the University due to failure of department to terminate in a timely manner.
- Upon approval of the termination EPA, terminated employee will be removed from University's payroll effective the day after last day of work.

# EMPLOYEE CLEARANCE..

## TERMINATION STEPS cont'd

All employees including graduate assistants who are resigning, retiring, being terminated or graduating must complete an employee clearance form and return it to the Office of Human Resources.

- Terminating employee should contact the Office of Human Resources ([hrteam@pvamu.edu](mailto:hrteam@pvamu.edu)) to schedule an Exit meeting 5 days prior to his/her last day of work. Before scheduling a meeting the employee must complete the top portion of the employee clearance form and return the same to the Office of Human Resources
- Office of Human Resources will contact all parties on the clearance form and request clearance of the exiting employee.
- Each of the departments on the Employee Clearance Form responds within 2 business days to the Central Administrator in the Office of Human Resources
- Central Administrator will sign on behalf of all departments clearing employee from the University

# EMPLOYEE CLEARANCE..

## TERMINATION STEPS cont'd

- Central Administrator checks for final approved EPA
- Missing signatures from other departments will delay payment owed to an employee.
- The employee clearance form must be completed before any lump sum payments can be made, any prior service for another state Institution can be verified, or before TRS money can be paid.
- Employee comes to the Office of Human Resources on last date of employment.
- **Employee Clearance Form can be located on the HR webpage pages at:**  
[http://www.pvamu.edu/files/human\\_resources/docs/Employee%20Clearance%20Form.pdf](http://www.pvamu.edu/files/human_resources/docs/Employee%20Clearance%20Form.pdf)

# Clearance Meeting

- The Central Administrator for the Office of Human Resources meets with the employee on the scheduled meeting date to complete the process of leaving. The employee is given all appropriate forms to include Retirement Information, COBRA, Exit Interview Form, etc.
- Employee signs the completed Clearance form
- Central Administrator will inform the employee the approximate date the Lump Sum Letter will be forwarded to the Department

# Conclusion.....

## Department Responsibilities.....

- Accept letter of resignation in writing if “Voluntary”
- Give employee approved letter if “In-Voluntary”
- Create EPA document to remove employee from payroll.
- Remind Employee to schedule a Clearance Meeting with the Office of Human Resources.
- Respond to clearance email regarding separating employee and provide all details requested.
- Once the Office of Human Resources completes the entire process, the department will receive a Lump Sum Payment letter (if applicable) and the department will need to process the appropriate paperwork for the lump sum payment.

# Conclusion....

## Exiting Employees Responsibilities....

- Submit letter of Resignation
- Complete top portion of Employee Clearance form and return to the Office of Human Resources 5 days prior to the employee's last working day.
- Schedule a clearance meeting with the Office of Human Resources 5 days prior to the employees last working day
- Receive a completed clearance form, along with COBRA information, and TRS information from the Office of Human Resources at the "Clearance meeting".
- Receive an estimated date of when the "Lump Sum" letter ( if applicable) will be sent to the department.

# Contacts and Resources

Clearance Meeting Contact:

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Clearance Team

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