

Arkansas State University - Jonesboro

Effective Date: 07/01/93

Number: 07-16

Section: Human Resources

Subject: Employee Transfers and Terminations

Employee Transfers

An employee who transfers from one department to another must return all keys, supplies, and equipment to the department from which they are transferring. Both the previous and current supervisor are responsible for ensuring the employee continues employment with the proper system access and equipment.

Check Out Procedures:

1. The new hiring department may complete a new Assignment Change Form for the transfer unless the employee was hired through Taleo.
2. A termination workflow should not be submitted by the new or previous hiring department for an employee transfer.
3. Supervisors may contact the [Office of Process Innovation](#) for security request changes.

Employee Terminations

To ensure compliance with security measures, departments are responsible for submitting an Employee Termination Workflow for employees who have not actively worked in the past 90 days. The workflow should be submitted no more than **2 weeks prior** to the last work day.

A termination workflow should not be submitted for faculty who teach two or more consecutive semesters, overload assignments, and employee transfers. The department is responsible for contacting Payroll Services when an overload assignment ends. Employee transfers for full-time positions are managed in Taleo and on an Assignment Change form for part-time positions.

Upon termination, the employee's account will be disabled at close of business on the termination date or last day worked when requested by the supervisor.

Check Out Procedures:

Upon termination of employment, the following steps must be completed:

1. The employee must return all keys, supplies, and equipment to their supervisor and obtain approval from the check out departments to verify that all accounts are paid in full and that any other university property has been returned. The University will set off any amounts owed by the employee to the institution from the employee's last pay check.
2. Supervisors are responsible for ensuring that all departing employees have turned in all university-owned property, including keys, ID cards, equipment, etc., by their last day of work.
3. A department initiator/supervisor must complete the Employee Termination Workflow to start the termination process no earlier than 2 weeks prior to the last work day for **ALL** employees leaving the University. ALL employees include full-time faculty and staff, part-time non-student, graduate assistants, and hourly students.
4. The supervisor or proxy must review and approve the termination workflow.
5. The check out departments must review and approve once all university property has been returned and outstanding balances have been paid.
6. Upon receiving the email notification for the employee's termination, Human Resources will begin the process for terminating benefits.
7. Eligible employees who have accrued annual leave shall be issued a vacation payout check not to exceed 240 hours or the balance in the employee's annual leave account, whichever is less. This payment will be processed by Payroll Services within 30 days of completing the checkout process.

Any employee who returns to the University for employment must complete new hire documents to ensure their information is accurate. The employee should submit any paper forms to Human Resources. The department is responsible for submitting the Assignment Change Form to rehire employees that are not processed through Taleo.

Document Retention

Employees are responsible for submitting new hire paperwork to Human Resources. Departments should not retain any personnel documents including the new hire paperwork. Human Resources is responsible for retaining these documents per the [Records Retention](#) operating procedure.

Revised on 10/23/15.