

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Number: 02.04.05

SUBJECT: Termination Clearance

I. PURPOSE

The purpose of this document is to establish procedures for processing the termination of all employees in accordance with [System Administrative Memorandum 02.A.25](#). Defined procedures ensure the timely processing of termination of benefits, return of university property, notification to appropriate departments, and proper documentation in the terminating employee's personnel file.

II. DEFINITIONS

- A. Benefits-eligible employees: An individual who is employed for 4-1/2 months or more at 50 percent FTE (20 hours/week) or more, except for student employees where student status is a condition of employment.
- B. Exempt student assistants: A student employee in a position that is not subject to the overtime provisions of the [Fair Labor Standards Act](#) and where student status is a condition of employment, i.e. Teaching Assistant, Research Assistant, or Graduate Assistant.
- C. Termination: The voluntary or involuntary separation of an employee with the university.
- D. eTermination checklist: [An electronic document generated in PASS by an employee, department, or system to create an employee-specific list of actions and items that must be satisfied prior to the employee's separation from the university- or within one week of last day worked.](#)

III. EMPLOYEE RESPONSIBILITIES

The university encourages employees to submit a written notice of voluntary resignation or retirement to their immediate supervisor at least two weeks prior to the effective date of termination.

It is the employee's responsibility to take the actions listed below on or before their last day of work: [\[Termination Checklist located on the HR web site under HR Forms\]](#) [\[eTermination checklist can be accessed and initiated by the employee through PASS or PeopleSoft\]](#)

- Return all tools, uniforms, equipment, university credit cards, manuals, university identification cards, and other university property in his/her possession to his/her supervisor.
- Return all keys to ~~offices and/or buildings to his/her supervisor~~ [Key aAccess eControl in the General Services Building.](#)
- ~~Return all library materials to the appropriate library and/or pay any outstanding library fines. The library staff will stamp the Termination Check List in the appropriate area~~

~~select the appropriate option on the eTermination checklist, indicating that the employee's record is clear.~~

- _____
- Settle all financial matters and/or indebtedness to the university.
- Pay any outstanding parking tickets and return parking access cards.
- Contact the Benefits Section of Human Resources to convert or terminate benefits coverage and retirement account.

IV. SUPERVISOR RESPONSIBILITIES

It is the supervisor's responsibility, whether the employee's termination was voluntary or involuntary, to take the actions listed below: ~~[Termination Checklist located on the HR web site under HR Forms]~~

- Notify the ~~college/division administrator~~ Department Business Administrator of the employee's termination and forward the original resignation letter, if applicable.
- Ensure the employee has taken all necessary actions listed in Section III, listed above, and notify the ~~college/division administrator~~ Department Business Administrator of status.
- ~~Notify the Department of Technology Support Services of the employee's termination to cancel all user accounts, access codes, and passwords.~~
- ~~Notify Departmental IT Support of terminating employee status in order to remove access to network shared drives and listservs.~~
- ~~Notify the Office of the Associate Vice President for Finance to delete authorizations for all administrative computer systems (ABC, FRS, HRS, PMG).~~
- ~~Notify IT Security by e-mail to remove applicable digital signature access for the terminating employee.~~
- ~~Return all keys to offices and/or buildings to the college/division or departmental administrator.~~

V. ~~COLLEGE/DIVISION OR DEPARTMENTAL BUSINESS~~ ADMINISTRATOR RESPONSIBILITIES

It is the responsibility of the ~~college/division or~~ departmental administrator to take the actions listed below: ~~[Termination Checklist located on the HR website under HR Forms] [eTermination checklist can be accessed and initiated by the departmental administrator through PASS or PeopleSoft]~~

- _____ Report to the UH Police Department a terminating employee's failure to return or removal of university property. Failure to return university property may be construed as theft and appropriate legal action may be taken if the property is not returned on demand.
- ~~Notify the Department of~~ Information Technology Support Services of the employee's termination to cancel all computer user accounts, access codes, and passwords.
- ~~Notify D~~ departmental IT Support of terminating employee status in order to remove access to network shared drives and listservs.

- ~~Notify the Office of the Associate Vice President for Finance to delete authorizations for all administrative computer systems (ABC, FRS, HRS, PMG).~~
- ~~Notify IT Security by e-mail to remove applicable digital signature access for the terminating employee.~~
- Return all credit cards ~~and university identification cards~~ to the appropriate department.
- Return all keys to offices and/or buildings to Key Access Control in the General Services ~~if not returned by employee.~~ ~~building.~~ ~~Key Control will issue a receipt for the returned keys.~~
- ~~Report to the Office of the Associate Vice President for Finance any outstanding indebtedness to the university for possible legal action.~~
- Submit a personnel action request (ePAR) within five working days of the employee's termination to Human Resources:
 - 1) To remove the employee from payroll;
 - 2) Terminate applicable benefits coverage;
 - 3) Reflect any vacation leave, accrued but not taken (and eligible sick leave in the event of the employee's death) that is to be paid upon termination.

Human Resources will also list a separation code on the ePAR, indicating the reason for the employee's termination.
- Submit the following documentation to Human Resources for inclusion in the employee's personnel file:
 - 1) ~~Termination Checklist;~~
 - 2) Resignation letter, if applicable;
 - 3) ~~And a~~Any other related documentation.
- ~~If appropriate departments are not notified via an eTermination checklist, financial liability will be borne by the employing department.~~

VI. REVIEW AND RESPONSIBILITY

Responsible Party: ~~Executive Director,~~Associate Vice President for Human Resources

Review: Every two years on or before August 1

VII. APPROVAL

Carl Carlucci
~~Executive Interim~~ Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: April 29, 2013

VIII. REFERENCES

[University of Houston System Administrative Memorandum 02.A.25](#)
[eTermination Checklist Instructions](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	12/09/1999	Initial version
2	04/29/2013	Applied revised MAPP template and added new Revision Log. Added hyperlinks where appropriate for documentation. Added link to Termination Checklist to Sections III, IV, and V. Reformatted text in Section V. Added supervisor responsibilities to Section IV for removing digital signature, network shared drives, and listserv access. Changed responsible party to Executive Director, Human Resources. Corrected approval cycle for EVP for Administration and Finance. Removed Index Terms. Removed Addendum A, former Termination Checklist
<u>3</u>	<u>TBD</u>	<u>Added Section II.D definition of eTermination Checklist. Added location of eTermination Checklist in Section II and Section V in PASS. Added process in Section II regarding return of keys. Updated process for determining status of library materials in Section III to current PASS process. Removed information from Section IV regarding notification of IT and return of keys. Revised title of Section V to Business Administration Responsibilities. Added original responsibilities from Section IV to Section V. Removed Termination Checklist from listing of objects in employee's personnel file in Section V. Changed responsible party from Executive Director to Assistant Vice President for Human Resources. Added eTermination Checklist instructions link to Section VIII, References</u>