

## How Do I Process a Voluntary Termination?

Effective July 7, 2008, Voluntary Termination Requests are now processed in Campus Connection (<https://campusconnect.depaul.edu/>) via Manager Self Service.

When an employee decides to leave his/her job with the university it is called a voluntary termination. A voluntary termination may also occur when an individual transfers or is promoted to another unit within the university. Processing the online termination request and conducting the off-boarding activities are necessary steps.

The voluntary termination practice is a shared responsibility with activities managed by the Manager and Human Resources.

Manager	Human Resources
<ul style="list-style-type: none"><li>✓ Resolving any open issues</li><li>✓ Verify that system access was removed</li><li>✓ Collect any Departmental Materials</li><li>✓ Off-boarding Paperwork and Follow Up</li></ul>	<ul style="list-style-type: none"><li>✓ Approve Termination Request</li><li>✓ Complete optional Exit Interview</li></ul>

The following steps outline typical voluntary termination practices for an employee leaving the university or a transfer/promotion to another unit within the university.

**Section I.** This section should be completed for those employees voluntarily leaving the university.

### Manager Responsibility:

- Request a letter of resignation and confirm the last date of employment
- Verify that the employee (if hourly) entered their hours worked in the Payroll Time Reporting system and approve the hours
- Verify that the employee entered approved vacation time in the Payroll Time Reporting system and approve the hours
- Log into Campus Connection: <http://campusconnect.depaul.edu>
  - Navigate to **For Employees**
  - Click on **Manager Self Service**
  - Click on **Terminate Employee** to begin process
- Resolve any scheduled trainings, workshops, and travel issues
- Collect the following items:
  - keys (office, desk, cabinets, etc.)
  - ID card and forward to ID Services
  - cellular phone/blackberry/pager/two-way radio and accessories
  - credit, telephone and building access cards)
  - personal computer, laptop and/or accessories
  - department materials (i.e., files, records, & etc.)
- Other proprietary items specific to the department

### Human Resources Responsibility:

- Files letter of resignation in personnel file
- Review termination request for approval

- Once a termination request is approved, information email notifications are sent to multiple departments. These notifications inform the following departments of a change in employment status based on employee type.

<b>Department</b>	<b>Action Taken (if applicable):</b>
Benefits and Compensation	Continuation of benefits administration
DePaul Directory	Updates online directory
ID Card Services	Deactivates access to buildings and floors Resets student access if individual is an active student
NetAdmin	Disables Outlook E-mail account, Peoplesoft and IMARE
Payroll	Issues vacation payout Verifies outstanding PC Loan balance
Procurement	Cancel Procard Cancel Staples Account

- Conducts an Exit Interview by request
- Conduct general review of COBRA eligibility and Pension follow-up information
- Resolve any general exit issues that may arise

**Section II.** This section should be completed for those employees **transferring** (including a promotion) from one department to another within the university. **Please note: Promotions and Transfers are not part of the online Termination Request process outlined above.**

**Manager Responsibility:**

- Request a letter of resignation. Note: HR completes the PAF for transfer/promotion through the recruitment process.
- Resolve any scheduled trainings, workshops, travel and distribution of work issues
- Notify Netadmin for Campus Connect, PeopleSoft, and telephone access changes or deactivation
- Notify the Procurement Department regarding credit card deactivation
- Collect the following items:
  - keys (office, desk, cabinets, etc.)
  - cellular phone/blackberry/pager/two-way radio and accessories
  - credit , telephone and building access cards)
  - personal computer, laptop and/or accessories
  - department materials (i.e., files, records, & etc.)
- Other proprietary items specific to the department

**Human Resources Responsibility (For Internal, Full-time and Transfer):**

- HR extends offer of transfer/promotion
- HR updates new manager of transfer/promotion decision
- HR completes PAF to process transfer/promotion
- HR generates transfer/promotion confirmation letter to employee

**Resources**

**Manager Self Service Training: Termination Request [download]**

**Termination Process Checklist [download]**

**Contact Information**

Employee Relations  
Donna Washington  
Manager  
Ext. 28506