

How Do I Process an Involuntary Termination?

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

An involuntary termination in an employer initiated process. Depending on employment type, termination response and reason is determined by the responsible area (see below). In the case of involuntary termination, managers should consult with their responsible area before submitting a termination request in PeopleSoft.

Responsible areas for employment types are:

Employment Type	Consult:
Full-time Faculty	Provost Office
Part-time Faculty	College Office
Full and Part-time Staff	Employee Relations/Human Resources
Student Employment	Office of Student Employment/Career Center

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

Manager	Human Resources
<ul style="list-style-type: none"> ✓ Resolving any open issues ✓ Notify Campus Connect and PeopleSoft ✓ Collect any Departmental Materials ✓ Off-boarding Paperwork and Follow Up 	<ul style="list-style-type: none"> ✓ Approve Termination Request

The following steps outline typical involuntary termination practices for an employee leaving the university once the termination is approved.

Manager Responsibility:

- Consult with the responsible area above based on employment type
- 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:

- Reviews 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.

Department	Action Taken (if applicable):
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 Removes PeopleSoft security access Removes Image Now access
Payroll	Issues vacation payout Verifies outstanding PC Loan balance
Procurement	Cancel Procard Cancel Staples Account

- Conducts general review of COBRA eligibility and 403(b) follow-up information
- Resolve any general exit issues that may arise

Resources

Manager Self Service Training: Termination Request [download]

Termination Process Checklist [download]

Contact Information

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