NORTHWEST FLORIDA STATE COLLEGE	Procedure No. **HR-4.7007** Revised 08/14 Page 1 of 2

OPERATING PROCEDURES

SUBJECT: **EMPLOYEE EXIT PROCEDURES**

<u>FULL-TIME EMPLOYEES*:*</u>

All full-time employees should submit a written notice of resignation or retirement to the President via their immediate supervisor. Once reviewed by the President, the letter/memo is forwarded to the Human Resources Office.

The HR Office is will:

- Provide the Payroll Office with the information needed for salary pro-ration, payroll deduction instructions and possible leave payouts.
- Enter the end date on the current employee contract, demographics, and deductions in the personnel/payroll system.
- Advise resigning employees and/or their dependents of their COBRA rights.
- Notify Division of Retirement if applicable.
- Determine if retiring employees elect to continue certain current deductions (i.e. health and life insurance).
- Notify outside agencies of change in employment status (if applicable).
- Send the departing employee the Employee Exit Processing Form for mandatory completion. An Exit Interview Form is sent to the employee for optional completion.
- Confirm by phone any items not completed on the exit form and indicate who released the employee of any outstanding obligations.
- Complete a Request for Removal from Systems Form and submit to IT deleting the employee from all system profiles.
- Notify Information Technology (IT) within one (1) week to remove from Nexus
- IT will remove e-mail access in 12 months; web access in 24 months.
- Release the employee's final check.
- If employee is terminated for cause, different procedures will be followed upon direction of the President and/or Vice President.

<u>PART-TIME EMPLOYEES:</u>

All part-time employees should submit a written notice of resignation to their supervisor. Once reviewed, the letter/memo should be forwarded to the Human Resources Office.

<u>The HR Office will:</u>

- Provide the Payroll Office with the information needed for salary pro-ration, payroll deduction instructions and possible leave payouts.
- Enter the end date on the current employee contract, demographics, and deductions in the personnel/payroll system.
- Notify Division of Retirement if applicable.
- Notify outside agencies of change in employment status (if applicable).
- Complete a Request for Removal from Systems Form and submit to IT deleting the employee from all system profiles.
- Notify Information Technology (IT) within one (1) week to remove from Nexus

- It will remove e-mail access in 12 months; web access in 24 months.
- Release the employee's final check.
- If employee is terminated for cause, different procedures will be followed upon direction of the President and/or Vice President.

Should the employee/supervisor neglect to inform the Human Resources Office, a monthly report run by IT indicating part-time employees not paid is used to research if an employee has departed. When an employee is flagged as "no pay", the contract start date is checked to make sure a check is due. If it falls into the current pay period, the file is reviewed to insure a letter of resignation is not in evidence. If there is no letter, the supervisor is contacted to see if they know if the employee is returning.

If the employee is expected back, no action is taken. If the supervisor confirms that the employee has departed, the last day of worked is determined and the end date is entered on the current contract and demographics. A Request for Removal from Systems Form is completed and submitted to IT for deletion from all system profiles.

(See Attached)