

HELPFUL TIPS FOR SUPERVISORS - STAFF EMPLOYEE SEPARATIONS

Once you know that you will have an employee separating and or/leaving the University, please complete a Personnel Action Request form (PAR) as quickly as possible! This officially starts the Separation Procedures and Check-out Process!

- Send the employee's letter of resignation along with the PAR. If the employee has not submitted a written, signed letter of voluntary separation, please request one.
- Don't delay! Initiate the Separation Procedures and Check-out Process Form (SPCP) as soon as you can. Coordinate with the employee to complete STEP 1. Then, assist as needed to ensure the employee completes the rest of the check-out process (STEP 2) prior to his/her last day of work.
- The SPCP is located at <http://www.southwestern.edu/hr/forms.php> and is also attached to this e-mail for your convenience.
- The last step is for the employee to turn-in the completed form along with their (and any dependent) Pirate Card(s) to the HR department.

➤ IMPORTANT NOTE FROM INFORMATION SERVICES: Any Google file that is owned by the departing employee and shared with others will **disappear permanently** from all locations when the employee's account is terminated. It is critical that the supervisor and the employee have identified any of these files and either copied/archived any pertinent files, or changed the ownership to you or another appropriate employee prior to the last day of work.

- Depending on the position of the departing employee, it might be advantageous for the separating employee to forward emails pertaining to the business of the department to another employee. Once the employee leaves, their email is frozen and then deleted. Please contact Information Services for further steps to ensure a smooth transition.
- Remember, any timesheets or leave reports will need to be collected in a timely manner to ensure accurate final paycheck processing.

Other Questions? Please contact Tafi LaDuque in the HR department at Ext. 1435.

