

Employee Termination Workflow Supervisor Guide

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Overview

The Employee Termination Workflow should be submitted at least 2 weeks prior to the last work day for all employees leaving the University except for the following:

- Faculty who are teaching two or more consecutive semesters
- Overload Assignments
- **Employee transfers** - the new department should complete the [Assignment Change Form](#).

EMPLOYEES, NON-EMPLOYEES, AND PRIVATIZED EMPLOYEES

1. Return all university-owned property (including keys and ID card) to your supervisor as early as possible prior to your last day of work.
2. Submit all leave time.
3. Pay off any travel advances and/or other outstanding balances online or at the Cashier's Window.
4. Payroll Services will not release your last pay check until Items 1, 2, and 3 are completed.
5. Contact Human Resources for any questions regarding continuation of benefits through COBRA.

DEPARTMENT INITIATORS/SUPERVISORS

1. Ensure all university-owned property has been returned and leave time has been submitted.
2. Initiate the termination workflow via [myCampus](#).
3. Click on the Workflow Worklist icon in the Quicklaunch channel.
4. Under User Profile, click on My Processes and the ASU_TERMINATION_PROCESS link.
5. Review, complete, and approve the workflow.

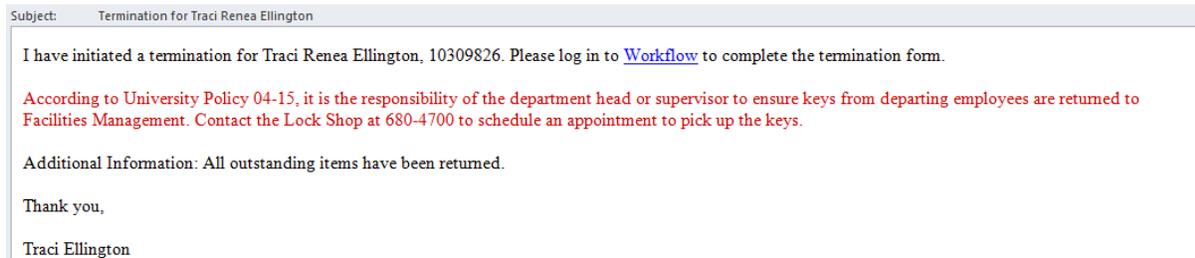
ADDITIONAL INFORMATION

- Upon receiving the email notification for the employee's termination, Human Resources will begin the process for terminating benefits.
- Eligible employees who have accrued annual leave shall be issued a vacation payout check not to exceed 240 hours or the balance in the employee's annual leave account, whichever is less. This check will be processed by Payroll and be issued within 30 days of completing the checkout process.

Initiating the Workflow

Typically, support personnel initiate termination workflows and supervisors will receive an email notification to review and approve. Supervisors may initiate workflows and can access the Initiators Guide online.

Sample Email Notification with subject “Termination for [Employee Name]”:



1. The Supervisor should click on the Workflow link in the e-mail.
2. Enter the network User ID and Password.
3. Upon receiving an incorrect password error, navigate to <https://mycampus.astate.edu>
 - a. Click on the Reset Password link.
 - b. Accept the Acceptable Use Policy.
 - c. Enter the Campus Wide ID, PIN, and new password as designated.
 - d. Click on the Workflow link in the email notification again.

Additional Tips:

- When a supervisor does not receive an email notification, check the Junk Mail folder. Mark the email as “not junk” and move it to the Inbox.
- When the email notification is accidentally deleted, the supervisor can log into <http://mycampus.astate.edu/>. To access Workflow, click on the icon in the Employee folder of the Quicklaunch Navigation list. Click on the Supervisor’s form link in the Worklist to open the workflow.

Supervisor Approval Form

The Supervisor Approval Form is shown below. The Supervisor should review the information and make changes appropriately.

Supervisor Approval Form Hide Menu Logoff Help

Name:	Traci Renea Ellington
Employee ID:	10309826
ASU E-mail Address:	tellington@astate.edu
Phone Number:	
W-2 Mailing Address:	4721 Sanderson Ln Jonesboro, AR 72404-8372
Supervisor's E-mail Address:	tellington@astate.edu
Department:	BANNER Technical Support Office
Department Phone Number:	(870) 972-3561
Home Organization:	311081
Position Number and Title:	A00068 Project Program Specialist
Student Worker?	N
Benefited Employee?	Y
International?	N
Graduate Assistant?	N

Review the information below and make any necessary changes.

Enter your 4 digit extension:

* Enter Dean/Department Head E-mail:

* Enter the employee's last day of work:

* Enter Termination Date (last date in PAID status):

* Select Termination Reason:

* Is employee transferring to another state agency within Arkansas?:

* As a retiree, will the employee retain their e-mail address?:

* Is any portion of the employee's salary paid from a grant?:

* Is the employee responsible for a research lab or clinic?:

* Will the employee retain any university property through their last day of work?:

Has the employee returned the following items? Select N/A if not applicable.

* Personal cell phone with ASU data plan?:

* University cell phone?:

* ASU ID card? (Employees must return ID or request new ID as student):

* Business cards?:

* Technology devices, such as Laptops and iPads?:

List the type of technology device and the asset tag number:

* Computer accessories or peripherals?:

* Storage devices, such as jumpdrives, CDs, external harddrive, etc.?:

* Artwork?:

List the artwork being used by the employee:

* Work uniforms?:

* Library property, such as books and media?:

* P-Card?:

* Building and room keys?:

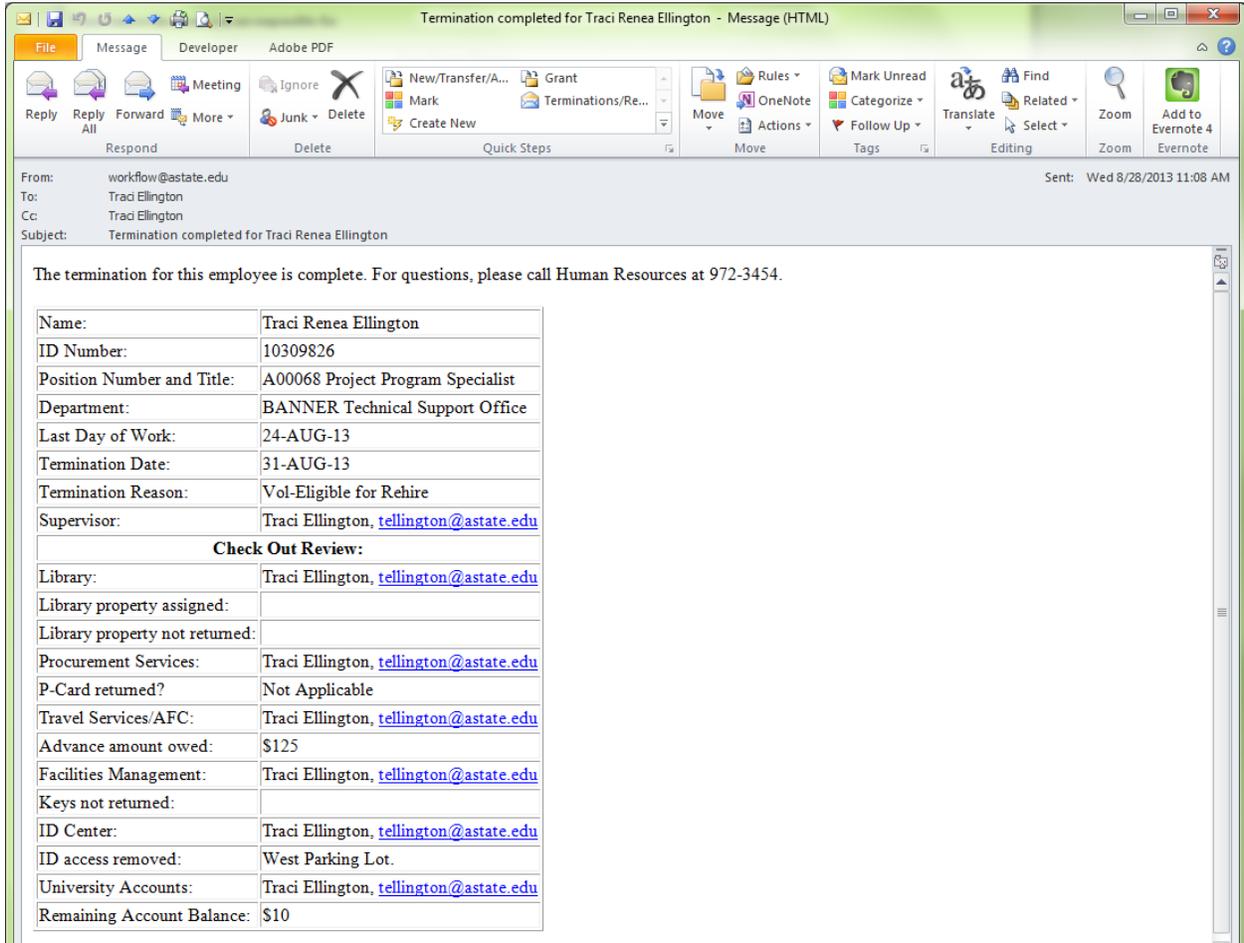
List other items here:

Enter other comments:

4. Click on the Complete button. The workflow will continue to route appropriately.

Final E-mail Notifications

The initiator, supervisor, dean or department head will receive the following email notification once the workflow is completed.



Note: The Vice Chancellors within the divisions of Academic Affairs and Research and Student Affairs will receive email notifications regarding employee terminations.

For detailed information regarding the employee termination process, access the initiator guide online.

Assign a Proxy

In some instances, supervisors may want to assign a proxy to approve employee terminations in their place.

1. Click on the Workflow icon in the Employee folder of the QuickLaunch Navigation list.
2. Click on User Identification under the User Profile menu.

The screenshot shows the 'Worklist' page. On the left is a navigation menu with 'Home' (Worklist, Workflow Status Search, Workflow Alerts) and 'User Profile' (My Processes, User Information, Change Password). The main area displays a table with one row: Organization: Root, Workflow: 10276383 Cassey L. Tune 10-31-10, Activity: NBAJOBS, Priority: Normal, Created: 21-Oct-2010 08:55:58 AM. Below the table are pagination controls: '1 - 1 of 1', 'First', 'Previous', 'Next', 'Last', and 'Go to page: 1'. A 'Show Reserved Items' link is on the right.

3. Click on the Add Proxy link next to the appropriate role.

Logon ID: tellington
 Last Name: Ellington
 First Name: Traci
 Middle Name:
 Email: tellington@astate.edu
 Effective From: 30-Jan-2007 08:38:29 AM
 Effective To:

- Notifications
- Launching

Save User Profile Reset

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
Root	ASU_ACCTBAL_NTFY	13-Oct-2010 03:02:24 PM		Primary	Add Proxy

4. Select the drop-down arrow to choose the person's user id.
5. Enter the Effective To Date (future date).
6. Select the Non-Confidential checkbox.
7. Click on Save.

The screenshot shows the 'Proxy Details' form. The 'Organization - RoleName' is 'Root - ASU_CAMPUS_INIT'. The 'User' dropdown menu is open, showing a list of user IDs: aandrews, ajones, aleggett, alloyd, along, amassie, angelad, anturner, bballard, bcoker, and bdauidson. The 'Effective From' field is set to '16 PM'. There are checkboxes for 'Confidential' and 'Non-Confidential'. A 'Save' button is visible at the bottom.

Delete a Proxy

1. Select the checkbox next to the User's name in the My Proxies section.
2. Click on the Delete Selected Processes button.

Root	ASU_STU_ACCT_INIT	17-Sep-2010 03:46:46 PM	Primary	Add Proxy
Root	ASU_STU_ACCT_ISSUER	17-Sep-2010 03:47:09 PM	Primary	Add Proxy
Root	ASU_STU_ACCT_VOIDER	17-Sep-2010 03:47:15 PM	Primary	Add Proxy
Root	ASU_TERM_OWNER	05-Oct-2010 01:32:12 PM	Primary	Add Proxy
Root	ASU_TRVL_COP_APPR	10-Sep-2010 02:36:52 PM	Primary	Add Proxy
Root	ASU_UA_COP_APPR	10-Sep-2010 02:37:04 PM	Primary	Add Proxy
Root	SysAdmin	10-Sep-2010 09:27:20 AM	Primary	Add Proxy

My Proxies							
User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To	
<input type="checkbox"/>	ctune	ASU_CAMPUS_INIT	Root	Yes	No	21-Oct-2010 12:29:16 PM	22-Oct-2010 12:30:30 PM

3. Click on the OK button.

