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My Employee is Leaving, now What?

Employee Separation/Transfer Process

Separation/Transfer Process for Employees



- When any type of employee is separating or transferring out of a position that you supervise, it is imperative that the Separation Transfer process is followed.

Separation/Transfer Process for Employees



- The Separation/Transfer process ensures compliance with numerous rules and other processes and that separating employees have:
 - Returned university property
 - Returned ID cards, keys, and parking permits
 - Prevents overpayment to the employee



EPAF (Electronic Personnel Action Form) Wage Employees

- Fourteen days prior to the end date, supervisors will be sent an automatic email directing the supervisor to either continue the position via a Wage Continuation EPAF or complete a Separation Checklist with a link to the form provided in the email.
- The Separation Checklist will be maintained in the department in accordance with the Records Retention Schedule.

Separation/Transfer Checklist Form for Student Employees



Supervisors of Student Wage employees will need to continue to complete the paper Separation Checklist for Student Employees

https://www.radford.edu/content/dam/departments/administrative/human-resources/forms/RUStudent_Checklist.pdf

- An electronic version of this form is forthcoming



New Electronic Form

- Full-time and Wage employee types (excluding student wage at this time) now have a new electronic version of the form that must be completed by their supervisor (or designee) prior to their last day of employment.
- This form replaces the Separation/Transfer Notice Departmental Checklist.



Full-time and Wage Employee Types Separation Process(excluding student wage at this time)

- Types of Employees:
 - 1500 Hour Wage Employees
 - Administrative and Professional Faculty
 - Classified Staff
 - Teaching and Research Faculty

EPAF (Electronic Personnel Action Form) Full-time and 1500-Hour Wage Employees



- Full-time and 1500-hour wage employees are keyed in Banner without end dates.
- A Separation EPAF must be completed prior to an employee's last day of work. It is strongly suggested that the EPAF be completed as soon as the supervisor is informed of the separation/transfer.
- The separation EPAF must be submitted through the approval queue and approved by Human Resources.

Separation Checklist

- The Separation Checklist will be maintained electronically.
- The person who submits the electronic form (Kuali) will be able to see what they submitted.
- After submission is complete, a pdf of the form is sent to the person who submitted the form who is also instructed to provide a copy in the departmental personnel file.



Departmental Separation/Internal Transfer Checklist (New Electronic Form)

- Demonstration of new electronic form
- <https://radford.kualibuild.com/app/643d6f3cd1d8f1597e1f8b6c/run>

Audit of Separation Checklists



- Both types of Separation/Transfer Checklists are auditable on a regular basis.
 - Quarterly audit by Human Resources
 - Audits by other Entities

Questions???



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