

The University of Toledo

Leaving University Employment Process

The following process has been established to provide a uniform exit clearance procedure for all University of Toledo employees upon leaving the university.

Voluntary Separation

Voluntary separation means that you are leaving the university by choice. The following will help you manage the transition. If you are retiring from the university:

1. Employees Responsibility:
 - a. Provide notification in writing to immediate supervisor and Human Resources.
 - b. If separation is due to retirement, provide verification of retirement from OPERS to Human Resources.
 - c. Pay all outstanding debts including parking violations, tuition expenses, health care expenses, etc.
 - d. Return all University property including library materials, parking permit, departmental keys, computer/laptop, handbooks, access keys, etc
 - e. If applicable, complete and sign any final time sheet(s) and leave forms(s) and submit accordingly.
 - f. Remove all personal items from your work space.
 - g. Health Science Campus: return completed “Leaving University Employment” checklist, ID Cards, parking permit and keys to supervisor on last day.
 - h. Main Campus: return completed “Leaving University Employment” checklist and ID card to Human Resources Dept on last day.

2. Immediate Supervisors (or designees) Responsibility:
 - a. Obtain written notification of resignation/intent to retire from employee – original to Human Resources.
 - b. Send separation clearance contact e-mail (# Staff Clearance Contacts) **immediately** upon receiving notification from employee. In subject line place Employee Name and Campus. Body of e-mail should include: employee’s name, ID #, department, position, campus, reason, and last day worked.
 - c. If applicable, conduct vacation/sick audit to ensure all absences have been submitted and forward any outstanding forms to Human Resources.
 - d. Remove employee’s name from authorized signature lists.
 - e. Remove employee’s access to University systems through Information Technology.
 - f. If employee has a departmental P-card, retrieve and forward to Accounts Payable.
 - g. If employee is on an H-1 Visa contact Human Resources, ext 1488 to determine if there are any additional requirements.
 - h. Health Science Campus: On last day of employment collect the completed checklist and ID Cards and forward to Human Resources Department. Collect parking permit and forward to parking services. Collect keys and forward to key control.
 - i. Main Campus: On last day of employment provide employee with the “Leaving University Employment” checklist to be returned to Human Resources Dep.

3. Human Resources Responsibility:
 - a. Prepare and send letter accepting resignation/intent to retire to separating employee.
 - b. Issue “Removal From Payroll” and end employment in Banner.
 - c. Forward copy of “Removal From Payroll” form to payroll.

4. Payroll’s Responsibility:
 - a. Calculate vacation/sick payout according to policy.
 - b. Process payouts within 30 days of separation.