

## Employees Who End Their Working Relationship with KU & Checklist

Faculty and Staff may end their working relationship with KU in a variety of ways:

### **Voluntary Resignation**

#### University Support Staff:

The minimum notification time required is two (2) weeks. Notification by the employee should be in writing. Failure to give this minimum notice may warrant inserting a statement in an employee's permanent record that may be considered grounds for non-reemployment in the future.

1. The department should accept the resignation, in writing, on behalf of the University. If the employee provides only a verbal resignation, a representative of the department should confirm its acceptance of the resignation in writing. The departmental representative may be the immediate supervisor, departmental PRS or department head.
2. Employees should fill out the exit questionnaire at [http://www.hreo.ku.edu/documents/exit\\_questionnaire](http://www.hreo.ku.edu/documents/exit_questionnaire) or contact HR/EO for a verbal exit interview.
3. Employees should provide their Personnel Related staff member with their current address so that their W-2 will be mailed to the correct address.

#### Unclassified Academic and Professional Staff and Faculty:

1. Resignations should always be submitted in writing to the chairperson, dean or director; however, if the employee only provides verbal resignation, the department is to confirm the resignation in writing.
2. Those letters should be forwarded to the appropriate vice provost or designated representative, who will acknowledge the resignation in writing on behalf of the University. Unless an earlier date is requested and approved, the effective date of the resignation will be the expiration date of the current appointment. If an earlier date is specified, the date should be established at a time that will not cause a significant interruption of the ongoing work of the department, school or division.
3. The resignation should be submitted as soon as possible and no less than two weeks in advance of the requested termination date.
4. For purposes of orderly transaction of business, a resignation should normally identify the staff or faculty member's future location.
5. Employees should fill out the exit questionnaire at [http://www.hreo.ku.edu/documents/exit\\_questionnaire](http://www.hreo.ku.edu/documents/exit_questionnaire) or contact HR/EO for a verbal exit interview.
6. Employees should provide their Personnel Related staff member with their current address so that their W-2 will be mailed to the correct address.

### **Dismissal**

Both university support and unclassified professional staff employees may be dismissed for cause.

A department may present a proposal to dismiss a university support staff member to Human Resources and Equal Opportunity. Refer to the USS Handbook ("Suspension, Demotion, or Dismissal" section) located at <http://www.hreo.ku.edu/files/documents/USSHHandbook.pdf>.

Unclassified professional staff may be dismissed for cause, refer to section C.4.k of the Handbook for Faculty and Other Unclassified Staff located at <http://www.provost.ku.edu/policy/faculty/handbook/>.

### **Non-Reappointment for Unclassified Professional or Academic Staff**

Notices for non-reappointments can only be issued by the Chancellor, Provost, Executive Vice Chancellor, Vice Provost/Chancellor, University Director and Deans.

University professional staff may receive a letter of non-reappointment that indicates the employee's appointment will end as of June 30 of the current fiscal year. Notice for unclassified professional staff with three or more full fiscal years of service must be provided notice of non-reappointment by January 17, whereas, those with less service must receive notice of non-reappointment by May 17. Refer to section C.4.h of the Handbook for Faculty and Other Unclassified Staff located at <http://www.provost.ku.edu/policy/faculty/handbook/>.

University academic staff employees may receive a letter of non-reappointment that indicates that the employee's appointment will end one year from the date of notice. Refer to section C.3d. of the Handbook for Faculty and Other Unclassified Staff located at <http://www.provost.ku.edu/policy/faculty/handbook/>.

### **Retirement**

1. Employees who reach certain age and service requirements are eligible to retire from the University of Kansas. Employees in KPERS must meet one of three criteria: age 65, age 62 with 10 years of KPERS service credit or any age when age and years of service equal 85. Employees in the Board of Regents retirement plan must be age 55 and have ten years of service in a benefits-eligible position at a Regents institution or with the Board of Regents office or be age 60 with no service requirement.
2. Retired employees are entitled to various benefits through the University of Kansas and/or the State of Kansas. See Benefits at Retirement located at [http://www.hreo.ku.edu/benefits\\_pay/benefits\\_info/retirement\\_programs/retirement\\_benefits](http://www.hreo.ku.edu/benefits_pay/benefits_info/retirement_programs/retirement_benefits).
3. When a benefits-eligible faculty or staff member expresses interest in retirement they should be directed to Human Resources and Equal Opportunity to receive additional information.
4. Retirees who continue to reside locally will be entered into the Human Resources/Payroll system as affiliates. Information about affiliates is located at [http://www.hreo.ku.edu/policies\\_procedures/category\\_details/13](http://www.hreo.ku.edu/policies_procedures/category_details/13).

### **Death**

The department will need to submit a payroll form to terminate employment. If the employee would have been eligible for retirement at the time of death, leave balances will be paid out as if they retired.

Questions regarding employees who end their working relationship with KU can be directed to Human Resources and Equal Opportunity at 864-4946 or email at [hrdept@ku.edu](mailto:hrdept@ku.edu).

Related Information for leave payouts: [http://www.hreo.ku.edu/benefits\\_pay/leaves\\_holidays](http://www.hreo.ku.edu/benefits_pay/leaves_holidays).

### **Personnel Related Staff - Employee Exit Checklist**

This checklist is intended as a guide of actions to consider when employees separate from KU. PRS and supervisors are encouraged to use this guide in addition to their own best practices to provide a positive working environment and encourage goodwill for all employees.

#### **Human Resources/Payroll & Final Pay Period**

- \_\_\_\_\_ Payroll Form with resignation letter (unless HR/EO letter for termination has already submitted)
- \_\_\_\_\_ Acceptance of resignation letter by department
- \_\_\_\_\_ Final Employee Time Sheet
- \_\_\_\_\_ Process any outstanding financial or fiscal documents (travel voucher, receipts etc.)
- \_\_\_\_\_ If new mailing address, update in HR/Payroll Directory Panels
- \_\_\_\_\_ Remind employee to fill out exit questionnaire [http://www.hreo.ku.edu/documents/exit\\_questionnaire](http://www.hreo.ku.edu/documents/exit_questionnaire) or to call HR/EO for a verbal exit interview

#### **Office Environment & Security**

- \_\_\_\_\_ Collect keys (office, desk, file cabinet etc.)
- \_\_\_\_\_ Collect office equipment & property (pager, cell phone, laptop, disks etc.)
- \_\_\_\_\_ Collect Telephone (KANS-A-N) Calling Card
- \_\_\_\_\_ Work with employee to change voice mail and exchange (email) messages
- \_\_\_\_\_ Work with employee to move computer files to accessible location (workgroup/personnel) ~
- \_\_\_\_\_ Work with employee regarding access to hard-copy files (workgroup/personnel) ~
- \_\_\_\_\_ Notify computer support personnel to inactivate server account
- \_\_\_\_\_ Remind employee to return parking permit (see Parking Regulations) <http://www.parking.ku.edu/regs10.shtml>

~ May need to coordinate or follow the rules and guidelines of your computer support section or contractor.

The following will be inactivated as part of the system termination, if immediate termination of access is needed, contact the following for:

Exchange/Outlook Account - send email to [acctappl@ku.edu](mailto:acctappl@ku.edu)

Business Procurement Card, send email to [purchasing@mail.ku.edu](mailto:purchasing@mail.ku.edu)

Access to the University Financial Systems, send email to [jjhanson@mail.ku.edu](mailto:jjhanson@mail.ku.edu)

Access to the University Student Administration System (Enroll and Pay), send email to [jhickey@mail.ku.edu](mailto:jhickey@mail.ku.edu)

Access to the University HR/Payroll System & individual DEMIS access, send email to [pburkhead@mail.ku.edu](mailto:pburkhead@mail.ku.edu)

\* Access to email and administrative systems is not the same as access to web based employee services. A former employee will be able to view the Kyou Portal for paycheck and leave balances.

#### **Personnel Related Staff**

Coordinate these activities if appropriate

- \_\_\_\_\_ Farewell gathering
- \_\_\_\_\_ Departmental personnel file to inactive status