



Standard Administrative Procedure (SAP)

33.99.99.L0.01 Separations of Employment

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Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish procedures for separations of employment at Texas A&M International University (TAMIU).

Procedures and Responsibilities

1. RESPONSIBILITIES OF SUPERVISOR AND DEPARTMENT HEAD
 - 1.1 **Involuntary Separation** – If the employee’s separation is involuntary (i.e., termination), the supervisor must first contact the Director of Human Resources (HR) to ensure the appropriate steps are taken **before** terminating the employee. The Director of HR will provide the supervisor with the termination letter to be used to notify the employee of their termination. Once the supervisor has met with the Director of HR and provided the termination letter to the employee, the supervisor must complete steps b. through e. in Section 1.3 below.
 - a. If the separation is involuntary and the employee will receive two weeks of suspension with pay per Section 2.1, the separation date is the final day of the employee’s suspension.
 - 1.2 **Job Abandonment** – If an employee is a No Show/No Contact for 3 consecutive workdays without notice to the supervisor or the Director of Human Resources, the employee will

be considered to have abandoned the job and will be terminated by the University. In the case of an unforeseen or medical emergency, where an employee is unable to make contact, an employee's family member may contact the supervisor or Director of Human Resources on behalf of the employee. For the purposes of the processes that follow, job abandonment is considered an involuntary separation.

- 1.3 **Voluntary Separation** – If the separation is voluntary (i.e., resignation/retirement), immediately upon first knowledge of separation by an employee, the following steps must be taken by the supervisor.
- a. Provide the link for the electronic Notice of Resignation to the employee on which they will enter their desired resignation date. For voluntary separations, the resignation date is the employee's last day physically worked.
 - b. Once the HR Partner reviews and provides the approval of the resignation date, the Department Head will receive a copy of the Notice of Resignation.
 - c. Prior to the employee's last day physically at work, the supervisor must ensure the employee reports to the HR Office to complete the exit and clearance process (insurance, leave, timesheet, keys, ID, etc.)
 - d. The notice period is intended to serve as a transition period for the department and the employee. During the employee's notice period, the employee may not use vacation leave, FLSA Comp Time, and in accordance with [System Regulation 31.03.02, Sick Leave](#), the use of sick leave will require a doctor's certificate or other written statement of the facts concerning the condition for absence. The President has named the Director of HR as designee with the authority to request the written documentation supporting the request for sick leave during the notice period.
 - e. If resignation is from student employment, the supervisor must provide the student employee with the link for the electronic Notice of Resignation and contact the Office of Human Resources student employment coordinator upon first knowledge of resignation.
 - f. The supervisor should request a copy of the current job description for review and updating. Once the employee's resignation/separation date has passed, HR will update the Pin# in Workday with the approved revisions and notify the department that they may submit the "Job Requisition" process in Workday to request posting of the vacancy.
 - i. Upon review by the supervisor and verification by HR that the job description does not require any revisions or editing, the supervisor may submit the job requisition in Workday for the position to be posted.
 - ii. If the position restrictions require editing, *and* the employee gives notice 30 days or more in advance of their resignation date, *and* the supervisor has a business need to post the vacancy before the employee's last working day, the supervisor may request that a temporary position be created by the HR Office for the current employee to be transferred into until their last working day. In this situation, an

approval memo is not required to create the temporary position. Once the transfer is complete, the vacated position's restrictions can be edited by the supervisor by submitting an "Edit Position Restrictions" process in Workday, and once approved by an HR Partner or Recruiting Partner, a "Job Requisition" process to post the vacancy before the employee's last working day.

- iii. Additional information on how to post and fill a vacated position once a "Termination" or "Transfer" process is completed in Workday is available in [TAMIU SAP 33.99.01.L1.01, Hiring Procedures for Non-Faculty Positions](#).

2. RESPONSIBILITIES OF THE OFFICE OF HUMAN RESOURCES (GENERAL)

Upon first knowledge of resignation/separation by an employee, the following steps must be taken by the HR Office.

- 2.1 **Involuntary Separation** – If the employee's separation is involuntary (i.e., termination), the Director of HR must be notified by the supervisor before the employee is terminated. The Director of HR will provide the supervisor with the termination letter to be used to notify the employee of their termination upon receiving approval from the President and Office of General Counsel. Under rare circumstances, upon recommendation by the Director of HR and with the approval of the President, a minimum of two weeks' notice may be given to the employee unless the employee is in a wage position, in accordance with [System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees](#). In this case, the employee will be placed on suspension with pay until the effective date of the dismissal. For bi-weekly employees, the HR Absence Partner will manually add the "Time Off – Suspension with Pay" to the employee's timesheet in Workday. For monthly employees, the employee's termination date and pay through date will be recorded as the final day of the employee's suspension. Severance pay for time not worked or earned will not be authorized. Once the Director of HR provides the termination letter to the supervisor and/or employee, the HR Office will complete the steps outlined in Sections 3 – 5.
- 2.2 **Voluntary Separation** – If the separation is voluntary (i.e., resignation/retirement), immediately upon first knowledge of separation by an employee, the HR Office will complete the steps outlined in Sections 3 – 5.

3. RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE (EMPLOYMENT AREA)

- 3.1 The HR Office receives the electronic Notice of Resignation and will verify the resignation date or send a reply to the separating employee revising the resignation date. HR will process the "Termination" process in Workday with the Notice of Resignation attached. A copy of the Notice of Resignation will be placed in the employee's HR file.
- 3.2 If the resignation/separation is for a monthly employee, the HR Office immediately sends an email to the Payroll Office to ensure the employee is not overpaid.
- 3.3 If the resignation/separation date is a future date, the HR Office places a calendar reminder on the employee's last physical date at work to verify submission of the final

timesheet on that date. If the resignation/separation date is past or current, the HR Office verifies submission of the final timesheet and approves the “Termination” process.

- 3.4 The HR Office will meet with the separating employee and provide them with a Clearance form and instructions on the exit process. The HR office will complete the “PROCESS OUT” checklist.
- 3.5 Upon receipt of the finalized electronic Notice of Resignation, or an employee’s involuntary separation, the HR Office schedules the deactivation of the employee’s account via the HR Separation Application. The application will disable the separating employee’s accesses (email, computer login, UConnect, VPN, wireless internet, Web Focus, Banner, etc.) at 11:59 pm (the default time) on the resignation/separation date and will automatically send email notifications to other key departments (Physical Plant, Killam Library, Business Office, etc.) to disable accesses to other TAMIU systems.

In the event of an involuntary separation, the HR Separation Application can disable the separating employee’s access immediately by adjusting the default time to the time of the termination. When immediate deactivation is warranted, an email is also sent to ITSecurity@tamiu.edu to alert the Office of Information Technology (OIT) that immediate attention is needed for deactivation of select accesses.

4. RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE (ABSENCE AREA)

- 4.1 Once the “Termination” process arrives at the Workday inbox for the HR Absence Partner, the HR Office completes checklist items that pertain to the absence area. Time off requests are reviewed and finalized, if necessary. If the employee’s separation is involuntary, and the employee is paid bi-weekly, the HR Absence Partner manually adds the “Time Off – Suspension with Pay” to the employee’s timesheet in Workday, if authorized as outlined in Section 2.1.
- 4.2 The Absence Partner will coordinate with the Director of HR for verification and required documentation for the use of sick leave during the notice period as per the guidelines in Section 1.2.d. If written documentation is not provided, the time off will be designated as Unpaid Time Off or Leave Without Pay and may require a change to the employee’s separation date.
- 4.3 If the employee has leave balances that must be paid out upon separation, the HR Office will submit a Lump Sum Payment form detailing the number of hours to be paid out, in accordance with [System Regulation 31.03.01, Vacation](#), and will forward the memo to the Payroll Office to request lump sum payment on the next available pay date following the employee’s final paycheck per the same pay frequency (bi-weekly or monthly) as the employee’s regular payroll.

5. RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE (BENEFITS AREA)

- 5.1 Once the electronic Notice of Resignation for a voluntary resignation is received, the Benefits Representative will contact the employee and schedule an exit/clearance meeting. During the exit/clearance meeting, the Benefits Representative will review with the separating employee their benefits, retirement, Exit Processing Form, and Clearance

Form, and provide instructions for completion. If applicable, leave balances, sick leave pool contribution, final leave requests, and final timesheet are also discussed with the employee during the exit/clearance meeting. Once the exit/clearance meeting is completed, the Benefits Representative completes the checklist items that pertain to the benefits area. In the case of an involuntary separation, the employee will be informed in the termination letter/meeting that they will need to contact the Benefits Representative who will either schedule an appointment or review over the phone the benefits, retirement, leave payout, and COBRA options. The employee's supervisor will be requested to handle the Clearance form. The employee's keys, computer, and any TAMIU-provided credit cards, cell phone, and other equipment or documentation will be collected at the time of termination. The employee will be notified to schedule a time with the supervisor to return to campus to collect their personal belongings from their office.

- 5.2 If necessary, the benefits area forwards the checklist to any other area (employment, absence, immigration) that still shows pending items on the checklist. After all checklist items are completed, the employee HR file is placed in the queue for scanning into Laserfiche.

6. RESPONSIBILITIES OF THE PAYROLL OFFICE

Upon first knowledge of separation by an employee, the following steps must be taken by the Payroll Office.

- 6.1 If the employee is paid monthly, the HR Office will notify the Payroll Office via email of the employee's separation and provide a copy of the Notice of Resignation form except in the case of an involuntary separation. The Payroll Office reviews the resignation/separation date of the employee to ensure the employee is not overpaid. If the employee has been overpaid, the Payroll Office contacts the employee to inform them of the overpayment, collects the overpaid funds via the Bursar's Office, and processes a payroll correction, as necessary.
- 6.2 If the employee is paid bi-weekly, the Workday "Termination" process will arrive at the inbox for the Payroll Administrator. The Payroll Office verifies submission of the final timesheet and approves the "Termination" process. If the employee's separation is involuntary and the employee is paid bi-weekly, the Payroll Office reviews the termination letter to verify if suspension with pay has been authorized per Section 2.1 of this SAP. If so, the Payroll Office verifies that two weeks of suspension with pay is reflected on the employee's final timesheet. If not, the Payroll Office contacts the HR Office so the suspension with pay can be manually added, as necessary.
- 6.3 The Payroll Office processes the employee's final paycheck on the employee's last regular pay cycle. If the Payroll Office receives the Lump Sum Payment form from the HR Office requesting the payout of leave for the employee, the lump sum payout is paid on the next available pay date following the employee's last regular paycheck and will follow the same pay frequency (bi-weekly or monthly) as their regular payroll. Lump sum payouts are considered supplemental wages and are subject to Social Security and Medicare taxes, plus federal income tax withheld at the IRS supplemental wage tax rate.

Related Statutes, Policies, Regulations, or Rules

[System Policy Section 33.99, General Employment](#)

[TAMIU SAP 33.99.01.L1.01, Hiring Procedures for Non-Faculty Positions](#)

[System Regulation 31.03.01, Vacation](#)

[System Regulation 31.03.02, Sick Leave](#)

[System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees](#)

Definitions

Electronic Resignation Form – The resignation form required by the HR Office found at this link: <https://forms.office.com/r/OMhwJKOWET>.

Employee HR File – For the purpose of this SAP, the term “employee HR file” refers to employee records/documents in the HR Office and could be either hard copy (paper) or electronic (imaged on Laserfiche).

Termination/Resignation – A termination/resignation occurs when an employee will no longer be working for any System institution. If the employee is transferring from one department to another or from one System institution to another, with no break in service, the employee should not be terminated via Workday. Instead, a “Transfer” process should be submitted in Workday by the new department where the employee will be working.

Resignation/Separation Date – The employee’s last physical day worked (duty day). Days reported as FLSA comp time, State comp time, vacation time, sick leave or unpaid time off do not qualify as physical days worked.

Notice Period – The period of time between when an employee submits a notice of resignation and the resignation/separation date.

Contact Office

Office of Human Resources, 956-326-2365