

EMPLOYEE CHECKOUT PROCEDURES

This procedure is being implemented to ensure that proper employment documentation and University equipment, supplies and materials are being received prior to an employee separating from University employment. It is the responsibility of the HR Analyst, conducting the employee checkout, to ensure the completeness of the "Employee Checkout Form" and to ensure that all items indicated are accounted for at the time of final checkout. It is also the HR Analyst's responsibility to verify with the different departments when discrepancies appear to have occurred to ensure proper procedures were followed by the employee.

An "Employment Checkout Form" is required to be completed on each employee (including retirees) separating from the University. The HR Analyst for Unclassified and Classified employees will be the main contacts for employees separating from ULM. However, all HR Staff must be aware of the procedures to out process a separating employee so as not to create any undue burden to the leaving employee.

The "Employee Checkout Instructions" and the "Employment Checkout Form" are located on the Human Resources website at www.ulm.edu/hr/policies/forms/employeecheckout.doc.

Upon notification of an employee separating from ULM, HR Analyst will need to coordinate with payroll on termination pay and notify payroll to stop all direct deposits. The Accountant Technician in payroll will need to change the "Primary Location Department Code" to Human Resources on *Screen 10* so that the final pay check will be routed to Human Resources.

Final paychecks will **only** be released (mailed or hand-delivered) upon completion of all checkout forms. If there are any outstanding items (i.e. money, keys, property, etc.) the last paycheck is held in Human Resources until settlement is made. In order to meet payroll deadlines, this must be done by the 20th of each month for monthly payroll and by the Tuesday prior to payday for biweekly payroll.

The following steps must be completed by the employee before final checkout can be completed with the HR Analyst:

1. Employees separating from ULM must obtain their Dean/Department Head's initials indicating that the Dean/Department Head has completed and/or received the required items:
 - A. Letter of Resignation (should be submitted to HR).
 - B. Payroll Action Form (should be submitted to HR).
 - C. Timesheets for unclassified/faculty should be submitted to the HR Analyst. If a timesheet is not received, the HR Analyst will contact the Accountant Technician to verify a timesheet was received and indicate this on the Employee Checkout Form.
 - D. All departmental keys, equipment, materials and supplies have been received.
2. Employee is required to return all University keys for building/offices to Physical Plant and obtain a signed "Key Return Form." This form, which is provided by Physical Plant, must be presented to the HR Analyst at time of checkout even if employee claims no keys were issued.

3. Employee is required to obtain a signed "Purchasing Exit Form" indicating the status on the ULM Purchasing Card issued to the employee. This form must be presented to the HR Analyst at time of checkout even if employee claims no Purchasing Card was issued.
4. Prior to the employee completing the final steps to checkout, The HR Analyst – Retirement and the HR Analyst – Insurance must initial off on the "Employment Checklist Form" indicating that insurance and retirement documents have been completed. The HR Analyst – Retirement will also need to ensure any Employee/Dependant Fee Waivers issued are addressed.
5. The HR Analyst conducting the checkout process will finalize the "Employment Checkout Form" and must receive the following items from the employee:
 - A. Staff/Faculty Identification Card.
 - B. ULM Parking Tag.
 - C. Bank of America Corporate Card (if issued).
 - D. "Key Return Form."
 - E. "Purchasing Exit Form."
 - F. "Change of Address Form" (if applicable) for proper mailing of W-2 documents.
 - G. Completed "ULM Computing Center Exit Interview Questionnaire."
 - H. "Employment Checkout Form" (completed by all departments).
6. HR Analyst must obtain clearance from the ULM Library (V. Susan Allen) confirming no outstanding debts are owed.
7. HR Analyst must obtain clearance from the Controller's Office.
 - A. Mary East regarding outstanding Travel Advances.
 - B. Ann Cox regarding Grants and Contracts.
8. The HR Analyst must contact the University Police to verify all fees, fines and/or tickets have been paid by the employee.
9. The HR Analyst will need to confirm receipt of Payroll Action Form, Letter of Resignation and timesheets (unclassified staff/faculty) or SF-14 for classified staff and initial the "Employment Checkout Form."
10. The HR Analyst will determine, at checkout, if the employee will be transferring to another State Agency and indicate this on the "Employment Checkout Form." If the employee is transferring the HR Analyst will notify the Accountant Technician in payroll, via email, that the employee is transferring and not to payout termination pay (300 hours of annual leave).
11. Final pay check will be released, by the Human Resources Department, upon submittal of all required forms. If the employee has completed all checkout requirements prior to payroll being processed, the HR Analyst will notify payroll via email so that the direct deposit can be reinstated and final wages paid by direct deposit.

The original "Employment Checkout Form" and all related documents will be filed in the employee's personnel file. The "Change of Address Form" will be filed in the employee's confidential file.

The HR Analyst will need to destroy the Bank of America Company Card and notify the company that the employee is no longer employed with the University. Notification is sent via email to our Bank of America representative Taneshu Albright at Taneshu.Albright@bankofamerica.com. Contact phone number is (757) 533-7696. The Bank of America representative will send a verification email for our files. If no verification email can be obtained, the HR Analyst will prepare a letter informing Bank of America of the change in the employee status and fax it to 757-719-8102. The notification should be filed in the employee's confidential file.

The HR Analyst will need to collect and forward the Staff/Faculty ID to the campus SACS office and the ULM Parking Tag to the Police Department. Retirees are entitled to "Retiree" ID Card. To obtain the ID card the retiring employee will need to surrender their Faculty/Staff ID card and then go to the SACS office to obtain the "Retiree" card. Activated Faculty/Staff ID can not be transferred to a "Retiree" ID card the card must be reissued by SACS.

The HR Analyst conducting the checkout will send the original "ULM Computing Center Exit Interview Questionnaire" to the Computing Center and a copy will be maintained in the employee's personnel file.

- A. The HR Database Analyst will run a list of all temporary employees in December and May. The Director of Human Resources will submit the completed list to the Computing Center so that computer access is terminated for all temporary unclassified employees at the end of every semester.

Upon receipt of the Payroll Action Form, the Accountant Technician in payroll will change the "Primary Location Department Code" on *Screen 10* to the Human Resources Department code. This will ensure the final check is routed to the Human Resources Department for delivery to the employee upon completion of checkout.

Once the final check has been run by payroll, the Accountant Technician will change the "*Primary Location Department Code*" on *Screen 10* back to the employee's original department code. The Accountant Technician will also update the employee's "*End Date*" on *Screen L16* and, stop the "*Direct Deposit*" (*BDC Screen, Code 960, 961, 970 or 970*).

Note: An exception to this process would occur if an employee completes final checkout prior to the final paycheck being prepared by payroll. Under these circumstances the HR Analyst will notify the appropriate Accountant Technician in payroll via email, that the checkout is complete. The Accountant Technician will process the employee as per established internal departmental procedures, however, the employee's direct deposit will not be stopped and no check will be received in Human Resources for the employee.

The Accountant Technician shall notify the HR Analyst Classified or Unclassified and the HR Analyst – Retirement, via email, when the leave balances have been adjusted for the separating employees. The HR Analyst Unclassified or Classified will be responsible to transfer leave balances and zero the leave balances on *Screen 46* when a written request is received for a transfer of leave to another state agency.

Next the HR Analyst completing the checkout procedure will need to ensure the HRS Database

is correctly maintained. This will require the HR Analyst change the employee's *Corp Status (Inactive, Separated, etc.)*, *Separation date and/or Retirement date and Separation Code on Screen 12*, by the 10th of each month.

Note: The HR Analyst – Unclassified and the Accountant Technician will work closely to ensure Faculty members on salary deferral are properly updated in HRS once the final paycheck has been prepared.

For employees who are retiring from the University, upon notification by the Accountant Technician that the leave balances have been adjusted, the HR Analyst – Retirement will need to complete the required documentation to forward all leave balances to either TRSL/LASERS. Once the documentation is completed, the HR Analyst – Retirement will zero all leave balances on *Screen 46*. The HR Analyst–Retirement will need to inform HR Analyst Unclassified/Classified the leave has been transferred and the actual retirement date employee so the HR Analyst Unclassified/Classified can ensure "*Retirement Date*" and "*Corp Status*" is properly maintained.

Note: An employee, who has separated service and later notifies the University of their intention to retire, will need to work with the HR Analyst – Retirement to complete all required retirement documentation. The HR Analyst – Retirement will notify the appropriate HR Analyst and the Accountant Technician about the pending retirement to ensure separation leave is paid and leave balances are adjusted. The HR Analyst – Retirement will then transfer the leave balances to the appropriate retirement and update *Screen 46 and Screen 12*.

The HR Analyst Unclassified must terminate the Unclassified/Faculty employee in ISIS. The HR Database Analyst will terminate classified employees in ISIS.

The HR Analyst Classified/Unclassified will transfer the employee's files (personnel, confidential, training, insurance and retirement) to the HR Archive files for storage. Files will be maintained in Human Resources Archive for five (5) years before being transferred to ULM Archives in the ULM Library.