



Resignation/Termination of Classified Employees Policy

Responsible Office: Human Resources Division

Originally Issued: July 1972

Revised: September 2001

1.0 Purpose

To prescribe a procedure for the resignation and termination of classified employees.

All Department Heads, Division Chiefs, and/or Supervisors are required to complete the forms itemized in this procedure and transmit them to the Human Resources Division upon termination of a classified employee.

2.0 Procedure

[Personnel Action Request \(PAR\)](#)

Action

2.1 Both of these forms must be completed for employees who terminate from the GHSU payroll for any reason. The code designating the applicable "Reason for Separation," on form MC 422, must also be entered in block 023 of the PAR (See Policy 1.3.04). The PAR must be forwarded to the Human Resources Division prior to the PAR "cutoff date" for the last pay period the employee works.

2.2 Supervisory personnel should discuss the following information with the employee during the termination interview:

2.2.1 Number of hours worked, vacation time, and any other time that might be used in computing the total amount of the employee's final paycheck. The official date of termination will be the last date worked unless the employee is on approved leave.

2.2.2 Time and place to receive any pay checks due. Employees who have any accrued vacation leave will receive two pay checks after the last day worked -- one for all hours worked in the final pay period and the other check for accrued vacation leave generated on the next regularly scheduled payroll.

Note: If the termination PAR is submitted as outlined above, the last check for hours worked will be sent to the Human Resources Division. The check for any accrued leave will be available on the next payday after the last check for hours worked. This check will be mailed to an address specified by the employee.

2.2.3 Discuss the reason for the employee's resignation or termination.

2.2.4 Advise the employee to contact the Human Resources Division (Ext. 1-1389) if the individual desires to discuss any other aspects of employment at GHSU.

3.0 Supervisors should carefully complete the bottom section of the Form MC 422. Information recorded by the supervisor on these documents is used by the Human Resources Division for completing Unemployment Compensation claims and Requests for References.

4.0 Form MC 422 should be forwarded to Human Resources upon completion of the interview. The signature of the employee and supervisor is required.

Employee Clearance (form MC 417)

5.0 An employee clearance document (Form MC 417) must be completed and forwarded to the Human Resources Division after all items have been cleared. All GHSU property must be returned or paid for as indicated on the form.

NOTE: Before a final paycheck will be released to the employee, the Reason for Separation form and the Employee Clearance form must be completed and received in the Human Resource's office.

The final paycheck will be mailed to the address specified by the employee.

**Application for Return of Teachers Retirement Contributions
(Form TRS 13)**

6.0 Terminated employees who participated in the Teachers Retirement plan should be directed to the Human Resources Division on or before their last day of employment if they wish to apply for a return of their Teachers Retirement Contributions. If the employee has been a member of the Teachers Retirement System of Georgia, and is not being re-employed at another unit of the University System of Georgia, all contributions and earned interest may be withdrawn by the submission of this form.

NOTE: The return of an employee's Teachers Retirement contributions could be delayed if the termination PAR is not submitted to Human Resources in accordance with the above. The form TRS 13 cannot be forwarded to the Teachers Retirement Office in Atlanta until a computer report for the employee is received that is generated by the termination PAR.

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