

Terminations

Summary/Purpose: Information is given to department heads, chairs, and supervisors regarding their responsibility for proper completion of required paperwork. This will ensure that no overpayments occur for terminated employees.

It is the responsibility of the department chair or head to initiate papers for terminating employment of those members leaving the department; otherwise, persons leaving the University may receive salary checks after employment is terminated. In the event recovery of overpayment involves expenditures of funds or is impossible to accomplish, the department/unit chair or head is financially liable for such overpayment. Terminations of all employees are submitted on HR Form 3.