Employee Separation / Transfer Process Changes

FROM THE OFFICE OF HUMAN RESOURCES

COMMUNICATIONS BRIEF FOR MANAGERS & SUPERVISORS - JULY 8, 2013

Please inventory all current employees by **September 30, 2013.**

Toolkits are available at: https://hr.nd.edu/nd-faculty-staff/toolkits/.

THE EMPLOYEE SEPARATION/TRANSFER PROCESS IS CHANGING

A new process has been established campus-wide to manage certain aspects of the on-boarding of incoming employees and the separation or transfer of outgoing employees. Effective July 1, 2013, all managers are asked to review the revised **Hiring Manager Toolkit** and the new **Separation / Transfer Toolkit** and to implement the new process.

WHY THE PROCESS IS CHANGING

The University desires to responsibly coordinate the separation or transfer of University employees to ensure each employee's access to facilities, assets, and data systems is well-managed and to make separations or transfers as efficient as possible.

WHAT HAS CHANGED

New procedures have been implemented at three stages of employment:

1. **At hire**, assets (such as keys or laptops) and systems access (such as Banner or PeopleEZ) are inventoried and documented on the new Asset/Access Inventory Checklist, which is retained on file in the department.
2. **During employment**, the assignment of additional assets or access are documented on the same Asset/Access Inventory Checklist.
3. **At separation or transfer**, managers complete a few simple steps to ensure assets and access are de-provisioned effectively and the employee's ongoing relationship with the University is managed accurately. Some of these steps include:
   - reviewing the employee's Asset/Access Inventory Checklist to confirm the de-provisioning of assets,
   - completion/forwarding of a Separation Form or PAF,
   - if separating, completion of a final performance review and exit interview, and
   - verification of the employee's vacation bank balance.
   - Separating employees will also be asked to document their separation with a letter of resignation.

STEWARDS

A Steward has been identified within each department. Stewards are charged with ensuring that an Asset/Access Inventory Checklist is completed for each employee and is kept on file and updated during employment. Stewards are also responsible for seeing that the separation/transfer process is implemented. Your department should communicate specific instructions about the role of the Steward and how the process will be managed in your department.

WHAT SHOULD BE DONE NOW

1. All managers are asked to review two Toolkits available online at **https://hr.nd.edu/nd-faculty-staff/toolkits/**:
   - The **Hiring Manager Toolkit** has been updated to include guidance on completing the initial Asset/Access Inventory Checklist after hiring.
   - A new **Separation / Transfer Toolkit** has been created. This Toolkit provides a checklist of steps to be taken and forms to be completed (including the Asset/Access Inventory Checklist) when an employee voluntarily separates from the University, transfers within the University, or is separated involuntarily.
2. Stewards are asked to oversee the completion of an Asset/Access Inventory Checklist for all current employees with any asset or access **by September 30, 2013**.
3. Managers are asked to support their Stewards in completing inventories as needed.

WHAT SHOULD BE DONE GOING FORWARD

1. When an employee separates or transfers, refer to and follow the process in the **Separation / Transfer Toolkit**.

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2. Complete the Asset/Access Inventory Checklist for any new employee and update each Inventory as needed throughout employment.

FAQS

Q: What is the Asset/Access Inventory Checklist? A: Each time an asset or system access is assigned to an employee, that assignment should be noted on this Inventory which is kept on file in the department. At separation or transfer, the Inventory serves as a checklist to ensure that each assigned asset or system access is de-provisioned appropriately.

Q: I've completed an employee's Inventory Checklist. What do I do with it? A: Keep the Inventory on file in your department for later reference. There is no need to submit the Inventory to Human Resources or another office. The Inventory is simply a reference tool for the department to use later when an employee separates or transfers.

Q: When and how should the Inventory be updated after hire? A: The Inventory should be kept on file and updated every time an employee receives an additional asset or access. While updates at the time of provisioning are preferred, we also recommend each employee's Inventory be reviewed for accuracy each time the employee receives a year-end review. The creation of a new Inventory should only be required when a previous Inventory does not exist or after an employee transfers.

Q: What is a Steward? A: Stewards are individuals in each department assigned with the responsibility of ensuring that assets and access are inventoried and that the separation/transfer process is implemented. At the discretion of each department, a Steward may implement the process by performing it him/herself or by overseeing performance by others.

Q: Who is the Steward for my department? A: You should expect a communication from your department identifying your Steward sometime in July. For further assistance, please contact askHR.

Q: Employees in our department have a type of asset or access that isn't expressly listed on the Asset/Access Inventory Checklist. What do I do? A: Please inventory all assets and access that should be accounted for upon separation or transfer. If a certain asset or access is not listed, please include it in the "Notes" section of the form.

Q: An employee is leaving, and I've identified an asset or access that was assigned but not documented on the Inventory. What do I document? A: Please note the de-provisioning of all assets or access, even if not originally inventoried.

Q: When should the separation form or PAF be submitted? A: The earlier, the better. Separation or PAF forms may be submitted as soon as the relevant information (effective date, etc.) is known, and should be submitted no later than the employee's last day of employment. Timely submission of these forms ensures that the employee's pay and benefits are accurately managed.

FOR MORE INFORMATION

Please review the **Hiring Manager Toolkit** and the **Separation / Transfer Toolkit** at **https://hr.nd.edu/nd-faculty-staff/toolkits/**. For additional information, please contact *ask*HR at (574) 631-5900 or *ask*HR@nd.edu.

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