

## Exiting Employee Paperwork Process & Requisition for Employee Form (Notice of Vacancy)

When an employee is leaving the University there are two parallel processes that will take place. The paperwork for a departing employee and the paperwork for hiring a replacement for the employee.

### Exiting Employee Paperwork Process

When an employee leaves the University, the manager will complete the [Checklist for Exiting Employees](#) (on HR/Employment webpage under Exiting Employee Forms) and an ePNF.

1. The Checklist will guide you through the exit process to ensure:
  - a. University property is returned.
  - b. Computer access is ended.
  - c. The Exit Interview is offered to the exiting employee.
2. The ePNF will be completed by the hiring manager with the appropriate approvals included on it.
  - a. The last date of work is the last day the employee is physically at work in their position.
    - i. This date cannot be extended using sick or vacation time.
    - ii. During the last payroll processed a calculation will be completed with regard to any remaining, earned vacation.
    - iii. Any additional information should be included in the Comments section.
  - b. Attach the resignation letter, if provided. A resignation does not have to be a letter. It can be an email or other communication that clearly communicates the employee's intent to terminate their employment with the University, such as:
    - i. When an employee calls or texts to resign, the hiring manager should document the call by emailing the details to HR the same day.
    - ii. When an employee resigns by email, the hiring manager should forward the email to HR the same day.
    - iii. When an employee does not come to work on three consecutive days and has not contacted their supervisor or HR, the hiring manager should notify HR on the third day. **Any concerns regarding the employee or the ability to contact an employee can be addressed to HR prior to the third day.**

### [Requisition for Employee](#) Process

1. To begin the process of replacing an exiting employee, the hiring manager completes the Requisition for Employee (Notice of Position Vacancy) form. (on HR/Employment webpage under Employment Forms)
  - a. The hiring manager reviews the job description for the position for any necessary updates.
  - b. Attach the job description to the requisition form.
2. The hiring manager will have the requisition signed by their Department Chair/Head and their Dean/VP; then send the requisition to be signed by their SVP and for financial review.
  - a. The requisition is then sent to HR after the financial review.
3. Once the requisition is approved, HR will work with the hiring manager regarding posting the job. External websites may incur additional costs to the hiring department.

- a. HR will request the new job description in a Word document to HR for review from the hiring manager.
  - b. HR will then review the job description and collaborate with the hiring manager, as needed. **Substantial changes to a job description will prompt the reclassification process.**
  - c. HR will set up a Google shared drive for the hiring manager for resume review. The hiring department will need to log the resumes they receive on the EEOC Applicant Summary form, included in the Hiring Process folder in the shared drive.
  - d. The Hiring Process folder will have additional information regarding the resume review, interviewing and job offer processes.
  - e. Prior to extending a job offer, the hiring manager should contact HR to ensure all necessary steps have been taken, See Hiring Process folder resources.
4. Once a candidate has accepted the job offer, the hiring manager will then complete an ePNF to indicate a hire.
    - a. The hire date is the new employee's first day of work.
    - b. The hiring department should notify HR by email of the employee's name, start date and valid email address in conjunction with completing the ePNF. (HR will send a new hire welcome notice that includes information about required paperwork)
  5. Separately, the hiring manager will send the completed Employment Application (required before formal on campus or skype interviews), reference check forms, and the EEOC Applicant Summary directly to HR.
  6. The approved ePNF must be completed in advance of the employee's start date. The new employee will need to come to HR on or before their first day of work to complete their required I-9 and new hire paperwork. (This process takes 30-45 minutes.) **New employees' are not approved to work until there is an approved ePNF & they have completed new hire paperwork in HR.**