

## TERMINATION OF FULL-TIME STAFF & FACULTY APPOINTMENTS

Make sure employee has handed in their parking permit, keys, photo ID, etc. (Refer to the “Keys and Equipment” section in HR55.) Give the employee Policy HR55 Things to Know When Leaving University Employment <http://www.ohr.psu.edu/>

Send a copy of employee’s resignation/termination letter to Human Resources, 204 Kern. HR office will process a termination in IBIS.

If employee is eligible to receive a vacation hour’s payoff:

- a) Send a copy of the last time record on the attendance system to Human Resources, 204 Kern.

OR

- b) Be sure that the last month during which employee was employed is accurate in the electronic attendance system prior to sending termination information to us.

**NOTE:** Once an employee is terminated in IBIS, all electronic time records will disappear. **DON’T FORGET TO COPY WHAT YOU NEED FOR YOUR FILES.**

Eligible sick leave hours are paid only to those staff employees who are eligible to retire with benefits.

Before the staff employee leaves, set up an “EXIT INTERVIEW” with the Human Resources Representative, Susan McWhirter, 5- 8173, 204 Kern Bldg.

## TERMINATION OF FIXED TERM II STAFF & FACULTY APPOINTMENTS

Give the employee Policy HR55 Things to Know When Leaving University Employment <http://www.ohr.psu.edu/>. Make sure employee has handed in their parking permit, keys, photo ID ID, etc. (Refer to the “Keys and Equipment” section in HR55.)

Send a copy of employee’s termination letter to 204 Kern. HR office will process a termination in IBIS.

## TERMINATION OF WAGE, GRADS, POSTDOCS, ETC.

Give the employee Policy HR55 Things to Know When Leaving University Employment <http://www.ohr.psu.edu/> Make sure employee has handed in their parking permit, keys, photo ID, etc. (Refer to the “Keys and Equipment” section in HR55.)

Work unit will process a termination in IBIS.

For those wage employees who are eligible to accumulate earned time, send completed (original) earned time card to HR office if employee is due a payoff.

**\*\*This applies to all terminating employees:** If employee is moving, please give them a new W4 to be completed and returned to you and then FORWARD to the Payroll Office, 307 Rider Bldg. They can also update their W4 in ESSIC. [https://ohr.psu.edu/essic/Current\\_Employee/frameset.cfm](https://ohr.psu.edu/essic/Current_Employee/frameset.cfm)