

## HR-FRM-050

### Termination or Transfer Checklist for Managers

Employees can terminate from their positions for many reasons including: transferring to another job, resignation, end of contract, retirement, and termination (with cause, without cause, lay-off).



This checklist is to be used by managers when an employee is going to terminate from the University for any reason or transfer to a different position within the University. It identifies the actions that the manager is required to take as part of the termination process.

#### Type of Termination or Transfer

**Resignation:** If the employee is resigning, contact the appropriate [Human Resources Advisor](#) for the minimum notice guidelines required by the University or Unit and request a letter of resignation from the employee.

**End of Term Contract:** In many cases, when an employee's contract is not renewed or ends early, the employee will be entitled to receive appropriate working notice, or pay in lieu of notice, a notice of termination letter and if applicable, severance pay. Consult with the appropriate [Human Resources Advisor](#) prior to providing notice to the employee.

**Termination of Employment:** Prior to providing notice of termination to the employee, contact the appropriate [Human Resources Advisor](#).

#### Considerations upon Termination or Transfer

##### University Property

Ensure that all University property is returned on or before the employee's last day of work at the University or in the Unit from which they are transferring.

##### University property includes:

- Keys / Fobs/ Security access cards University
- Credit/Procurement Cards Computers / Tablets
- Phones (i.e. Blackberry's, iPhones etc.)
- Queen's Parking Pass
- Queen's Staff Card

##### University Records

Ensure that all University or Unit records (paper files, digital documents, email messages, etc.) have been filed in the unit's recordkeeping system, or have been turned over to the supervisor. Follow the university's Records Management Policy and procedures:

<http://www.queensu.ca/accessandprivacy/records-management>.

No University or Unit records, or copies of University or Unit records, should remain in the possession of the terminating employee—including on personal devices—without explicit authorization from the manager.

### **Voice Mail/Email**

Verify that an out-of-office message has been placed on the employee's voice mail and email. Contact your telecom representative or [ITS](#) assistance. \*\*If access to voicemail and/or email will be required by the unit after the date of Termination or Transfer, contact [ITS](#) in advance.

### **University Systems and Accounts Access**

Employees' access to various information systems at the University is dependent on the position that they hold. Ensure when an employee transfers to another position or terminates from the University that the necessary information systems security access is disabled.

#### **Information Systems Security Access**

- Unit computer system access (contact your systems administrator or IT Services)
- HR PeopleSoft, PeopleSoft Finance, SOLUS (complete the HR-FRM-035)
- HR PeopleSoft Security Access Request Form and submit on or before termination date)
- Access to Unit electronic file sharing (contact your systems administrator or IT Services)

#### **University Accounts Signing Authority**

Signing authority on accounts must be cancelled on transfer or termination date. Contact [Financial Services](#).

#### **University Merchant Account Access for processing of Credit Card payments**

- Access to Merchant Accounts must be cancelled on transfer or termination date. Contact the [PCI Coordinator](#).
- Any PIN Pad and fax (if applicable) access codes used for card payment processing must be changed on the transfer or termination date.

#### **University Credit/Procurement Cards**

Employees must return University credit cards on or before termination or transfer date. Contact [Strategic Procurement Services](#).

### **Additional Considerations**

Provide employees with the Termination or Transfer Checklist for Employees.

Prior to the employee's last day, ensure Time and Labour entries are up to date.

Complete the HR-FRM-014 Termination Notice and forward it along with the Notice of Termination letter or Resignation letter to your HR Advisor.

Employees must repay all loans and outstanding debt on or before their last pay. Contact [Financial Services](#) to confirm outstanding debt owed to the University, such as an outstanding cash advance (i.e. Travel or Subject Advance).

**For any questions about the termination or transfer process, contact the appropriate [Human Resources Advisor](#).**