



Category
SEPARATION PROCEDURES – 5:00:00:01
Approval
Leadership Council Approved: July 28, 2017
Effective Date/Approved: July 28, 2017
Revised: N/A
Responsible Party: Executive Director of Human Resources

I. PROCEDURE

- A. Faculty, Administrative Staff and Support Staff Employees
 - 1. Supervisors are responsible for completing the out-processing checklist (see Appendix A for Motlow employees or Appendix B for TCAT employees) and providing the last day worked of all employees to Human Resources via email at HRPayroll@mscc.edu to ensure immediate removal of Banner access.
 - 2. Human Resources is responsible for updating the appropriate personnel data in Banner and notifying Banner Security Officers of employee separations on or before the last day worked, or as soon as possible upon notification of employee separation.
- B. Adjunct Faculty Employees
 - 1. Campus deans are responsible for providing Human Resources and the Information Technology office with the complete list of adjuncts who do not have a contract or pending contract in lieu of an out-processing form.
 - a. Adjunct employees who do not have a pending contract for the spring semester will be terminated at midnight on February 20th.
 - b. Adjunct employees who do not have a pending contract for the fall semester will be terminated at midnight on September 20th.

II. TERMINATION OF ACCESS AND EXCEPTIONS

- A. Access to Banner data will be revoked on or before the date of the employee termination specified by Human Resources unless an appropriate future job has been loaded into Banner.
- B. An exception to the removal of access may be granted to conduct college business for reasons such as, but not limited to coursework, grading, and grade appeals. Banner Security Officers are responsible for documenting exceptions to the removal of access.
- C. Emergency access removal requests can only be authorized by the Executive Director of Human Resources, the appropriate vice president, or the President of the college. To initiate the emergency access removal process, Human Resources will notify the Chief Information Officer or their designated representative and instruct them to take immediate action to restrict an individual's access.
- D. Failure of supervisors to comply with this policy may result in state audit findings and disciplinary action.

APPENDIX A

Out-processing checklist for all Motlow State Community College Employees

Motlow State Community College

P. O. Box 8500 – Lynchburg, TN 37352-8500 – 931-393-1542

Employee Out-Processing Checklist

Name _____ Last workday: _____
First Middle Last (Must agree with My Motlow time sheet)

System A# _____ Termination Date: _____

Termination Reason:

Position: Temp _____ Regular FT/PT _____ Adjunct _____

- PROVIDE A FORWARDING ADDRESS:

Address: _____

_____ Email _____ Telephone _____

- FINAL PAYMENT FOR SERVICES WILL NOT OCCUR UNTIL THIS FORM HAS BEEN EXECUTED AND RETURNED TO THE ASST DIRECTOR, HUMAN RESOURCES AND IS DUE PRIOR TO DEPARTURE DATE (SEE EXCEPTION BELOW). MAKE SURE TO INDICATE A FORWARDING ADDRESS TO RECEIVE FINAL PAYSTUB INFORMATION AND YOUR W2.

As a part of out-processing from MSCC, the following offices **MUST** verify by initials and dates that all supplies, equipment, records, and/or other materials, for which that office is responsible and for which responsibility has been assigned to the employee, has been duly accounted for. If feasible, a terminating employee may arrange for their reporting department to assist with out-processing. **This form must reach the Assistant Director, HR, Lisa Lee, prior to the employee's departure date. Exception: Out-processing form for terminating Adjunct faculty should be submitted by week two of the semester following the adjunct faculty's employment termination.**

		INITIAL	DATE
1.	Supervisor (President/VP/Dean/Director) as appropriate	_____	_____
2.	Library	_____	_____
3.	Facilities Services (Keys turned in)	_____	_____
4.	Public Safety Office	_____	_____
5.	Technical Operations (Data Center Manager) auto-email _____ Please note: Employee email accountt will discontinue at the end of employment. Database Administrator auto-email _____	_____	_____
6.	Business Office -Telephone Long Distance Access Code terminated Telephone Credit Card/P-Card turned in auto-email _____ Payroll (Ingram Business Office Window) auto-email _____	_____	_____
7.	Human Resources (Assistant Director, HR) (Tuition Benefit Check/ Benefits/Deductions Term/Continuation/Transfer MSCC/State ID Card turned in)	_____	_____

Note: An electronic version of this form is available at: <http://www.msc.edu/forms/docs/out-processing-form.pdf>

APPENDIX B

Out-processing checklist for all Tennessee College of Applied Technology (TCAT) Employees

TCAT Employee Out-processing Checklist

As a part of out-processing for employees of the Tennessee Colleges of Applied Technology at Shelbyville, Murfreesboro, and McMinnville, this form must be completed and submitted to HR/Payroll@mscc.edu within 24 hours of notice of termination. Failure to comply may result in State audit finding and disciplinary action.

Name: _____ Banner A#: _____
(First Middle Last)

Last Payroll Date: _____

Last Day Physically worked: _____

Termination reason code: _____

Annual Leave Payout Hours (if leave transfer is not applicable): _____

Sick Leave Hours Balance: _____

Terminal Leave:

Only employees who terminate due to retirement can elect to take annual leave as terminal leave. This will enable the employee to keep insurance and remain on the payroll through the leave run-out period. If employee is retiring, complete this section.

Terminal Leave Begin Date: _____ Last Day of Terminal Leave: _____

Leave Transfer (TBR Policy 5:01:01:06):

1. Any regular employee of any agency, office or department of the State of Tennessee or of any State college or university who leaves one of these employers for employment with another without a break in service shall have all annual and sick leave transferred.
2. Moreover, if an employee leaves the State University and Community College System institutions/Board of Regents System Office and is re-employed with a State agency prior to his/her termination date with the State University and Community College System, he/she shall have all unused annual leave transferred/reinstated to the employing agency and shall not be entitled to payment for annual leave beginning with the date of re-employment.

Transferring to another State Employer? Yes No

If Yes, Balance of Transfer: Annual: _____ Sick: _____

PROVIDE A FORWARDING ADDRESS:

Mailing Address: _____

Email

Telephone

FINAL PAYMENT FOR SERVICES WILL NOT OCCUR UNTIL THIS FORM HAS BEEN EXECUTED AND RETURNED TO HUMAN RESOURCES AT MOTLOW STATE COMMUNITY COLLEGE. MAKE SURE TO INDICATE THE EMPLOYEE'S FORWARDING ADDRESS FOR W2 PURPOSES.

Form Completed by: _____

Signature: _____ Date: _____