

# EMPLOYEE TERMINATION FORM INSTRUCTIONS

## PURPOSE

The Employee Termination Form is used by Departments to provide HR with all the information needed to instruct the Genesys HRIS & Payroll system to terminate an employee in the Payroll system, calculate and pay accrued leave as part of the final paycheck and stop all employee benefit and other deductions

## IMPORTANT POINTS

- Departments will be charged for health, dental and life insurance premiums paid for employees not officially terminated in the Payroll system in a timely manner.
- An expiration date in the Genesys HRIS system for an adjunct appointment, or for a term or temporary employee does not terminate the employee in the Payroll system. Failure to terminate the employee may result in the inappropriate continuation of benefits and expense to the Department and University.
- Do not use this Form for an employee who is moving from Hoya Staffing to a regular appointment. Contact your HR Generalist for information on how to complete the move (a listing of the HR Departments and their HR Generalists is available on the HR Employment Services website at [http://www3.georgetown.edu/hr/employment\\_services/contacts.html](http://www3.georgetown.edu/hr/employment_services/contacts.html).)

## ROUTING THE COMPLETED FORM

Send the completed Employee Termination Form and supporting documents to your HR Generalist for processing (a listing of the HR Departments and their HR Generalists is available on the HR Employment Services website at [http://www3.georgetown.edu/hr/employment\\_services/contacts.html](http://www3.georgetown.edu/hr/employment_services/contacts.html).)

Employee Termination Forms for Hoya Temps should be sent to Hoya Staffing.

Employee Termination Forms for Main Campus AAP's ONLY should be sent to the Provosts Office, Office of Faculty Records and Appointments. For other AAP's, follow the regular routing instructions.

It is not necessary to give a copy of the Form to the employee. However, if they ask for a copy, give it to them.

## TO COMPLETE THE EMPLOYEE TERMINATION FORM

### SECTION I -- EMPLOYEE INFORMATION

Enter the following information about the employee:

- < Name
- < Pay Group:                    10     Biweekly
- 20     Monthly
- < Social Security Number
- < PIN (Position Number) corresponding to position held
- < Class Code
- < Effective Termination Date
- < Start Date
- < Last Date Actually Worked
- < Address
- < Telephone

SECTION II -- REASON FOR TERMINATION

Provide the reason which best describes the reason for the termination. In the case of a voluntary termination, HR recommends you obtain a letter of resignation from the employee, a copy of which should be attached to this Form.

NOTE: Employees who are retiring must consult with the Faculty and Staff Benefits Office. On this Form, Department checks box #11 "Retirement Pending," under Section II A, Voluntary Resignation; Benefits will enter "Retired."

SECTION III -- OFFERS OF EMPLOYMENT

***This information is required for Unemployment Compensation claims.***

Complete if the employee is: A. resigning in lieu of dismissal; B. Being laid off; or C. Being involuntarily terminated because his/her term or temporary appointment has ended. Indicate if the employee was offered another position and, if so, please provide the following information regarding the position offered:

- ✓ Position number.
- ✓ Date employment in that position would have started if the employee had accepted the offer of employment.
- ✓ Employment category (Full Time, Part Time, Temporary, Term, or On Call).
- ✓ Wage Rate Offered (Indicate the appropriate hourly, biweekly salaried or monthly salaried rate).

SECTION IV -- FINAL PERFORMANCE EVALUATION

Attach copy of latest PERFORMANCE APPRAISAL FORM, completed PROBATION FORM, or comparable documentation.

## SECTION V -- SIGNATURES

Obtain appropriate signatures:

- Employee, if available. If the employee is not available to sign write “Employee not available to sign” in the space provided.
- Supervisor
- Department Head
- Human Resources

## SECTION VI -- DOCUMENTS ATTACHED

Indicate which documents are attached.

- ✓ Letter of Resignation: *In the case of a voluntary termination, HR recommends you obtain a letter of resignation from the employee, a copy of which should be attached to this Form.*
- ✓ Performance Appraisal / Probation Form.
- ✓ INVOLUNTARY TERMINATION CHECK REQUEST FORM. *This Form must be hand delivered directly to Payroll. DC law requires that payment of final wages due must be made by close of the next business day following an involuntary termination.*
- ✓ Lump Sum Payment Form.
- ✓ Notice of Layoff.
- ✓ Other comparable documentation.

## RESOURCES

If you have any questions about completing the Form, contact your HR Generalist. A listing of the HR Departments and their HR Generalists is available on the HR Employment Services website at [http://www3.georgetown.edu/hr/employment\\_services/contacts.html](http://www3.georgetown.edu/hr/employment_services/contacts.html).

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