

Employment Separation Checklist

Manager Responsibility:

Notify Human Resources at unohr@unomaha.edu immediately, so that employees may be provided instructions for completing an exit interview. For involuntary separations, contact Human Resources - Employee Relations prior to taking any action at 402-554-2463 or 402-554-4481.

Collect University property, such as laptop, cell phone, I-Pad, etc. If uncertain of specific University property on loan to the employee, check with your department's designee, who can access SAP's Objects-on-loan specific to the employee.

Contact Public Safety to shut off any building or office access. Low priority requests may be sent to ps-separation@unomaha.edu. Other requests may be directed to Public Safety at 402-554-2648. Collect any keys and return applicable keys to Public Safety. Card access requests should go through the on-line key program, including requests to disable alarm codes at <https://accesscontrol.unomaha.edu>.

Notify IS Security ISO-Separation@unomaha.edu of any requests for special attention to accounts prior to contacting your local IS Support:

- E-mail out-of-office or management access
- Systems access: Web sites, PeopleSoft, SAP, etc.
- Group removal
- File storage removal
- Data reclamation
- Telephone access

Manager or designee submits Personnel Action Form (PAF) to Human Resources (HR) to terminate employment status. PAF forms may be accessed through Sapphire in the Firefly Business Portal or by utilizing the link to <http://www.unomaha.edu/human-resources/documents/PAF%20Form%204.2016.pdf>.

Voluntary Separation

Send resignation letter to HR for the employee's personnel file.

Collect Purchasing Card (P-Card) and notify Accounting Services at unoprocurement@unomaha.edu to de-activate user immediately.

Remind employee to return permit to Parking office and make arrangements to cancel Payroll deduction. Or, they may request via email unoparking@unomaha.edu with their name and NUID number to cancel payroll deduction for parking and to remove MavRide access from their MavCard. Parking Services will work with the employee via email to complete the appropriate forms and return the permit.

Remind employee to make arrangements with MavCard Services at 402-554-2220, if any balance remains on their MavCard.

Involuntary Separation

Collect Purchasing Card (P-Card) and notify Accounting Services at unoprocurement@unomaha.edu to de-activate user. If the P-Card cannot be collected, contact Accounting Services to zero-out and de-activate the card.

Manager to email unoparking@unomaha.edu with employee name and NUID number in order to cancel payroll deduction for parking and to remove MavRide access from their MavCard.

Prior to notification of employee, Manager contacts Public Safety at 402-554-2922 to determine outstanding key numbers that may need to be collected.