Employment Separation Protocols

Voluntary Separation

- Notify Human Resources at unohr@unomaha.edu immediately, so that employees may be provided instructions for completing an exit interview.
- Send resignation letter to HR for the employee's personnel file.
- 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 online key program, including requests to disable alarm codes at https://accesscontrol.unomaha.edu.
- Complete the form at https://its-forms.nebraska.edu/220034097997867 for the following:
    - 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 found in the HR Hub. https://unomail.sharepoint.com/sites/UNO- HRHub. NOTE: the PAF must be completed and received in HR within three business days of separation.
- Collect Purchasing Card (P-Card) and notify Accounting Services at unoprocurement@unomaha.edu to de- activate user immediately.
- Remind employee to send a request via email to 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 contact MavCard Services at 402-554-2220, if any balance remains on their MavCard.

Involuntary Separation

For involuntary separations, contact Human Resources - Employee Relations prior to taking any action at 402-554-2463 or 402-554-4481.

- Prior to notification of employee
    - o Manager contacts Public Safety at 402-554-2922 to determine outstanding key ID numbers that may need to be collected.
    - o 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 online key program, including requests to disable alarm codes at https://accesscontrol.unomaha.edu.
    - o Complete the form at https://its-forms.nebraska.edu/220034097997867 for the following:
        - ▪ E-mail out-of-office or management access
        - ▪ Systems access: Web sites, PeopleSoft, SAP, etc.
        - ▪ Group removal
        - ▪ File storage removal
        - ▪ Data reclamation
        - ▪ Telephone access
- During notification meeting
    - o 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.
    - o 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.
- After notification meeting
- Manager or designee submits Personnel Action Form (PAF) to Human Resources (HR) to terminate employment status. PAF forms may be found in the HR Hub. https://unomail.sharepoint.com/sites/UNO-HRHub   NOTE: the PAF must be completed and received in HR within three business days of separation.
    - o Manager will 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.

rr 07112022