Overview

This SOP describes the process for requesting an employee termination in OneUSG Connect, UGA’s online HR/Payroll system. All termination requests are initiated in the Manager Self Service (MSS) module in OneUSG Connect. Terminations are initiated at the college or unit level by a CBO or HR practitioner (who has been assigned the System Manager role) and have a slightly different workflow than other MSS transactions—the request will be routed directly to Central HR (rather than to another approver at the unit or college level). The exception is that involuntary terminations must be approved as described under “Involuntary Termination” below.

Note that Retirement is managed by a different MSS process in OneUSG Connect. See SOP-TRM_003-Retire Employee under the Terminations section of the OneSource Standard Operating Procedures Resource page.

Voluntary Termination

In the case of a voluntary termination, an employee must submit a letter of resignation to his or her supervisor or the unit/department’s HR practitioner or CBO. The letter of resignation should indicate the employee’s intended last day to work.

Involuntary Termination

Involuntary terminations can fall into two categories: immediate or scheduled layoff. There is also a slightly different approval workflow for staff and faculty, as outlined below. Please contact HR Office of Faculty and Staff Relations if an employee submits a voluntary resignation in lieu of an involuntary termination.

- **Staff**: In the case of an involuntary termination of staff, the Faculty & Staff Relations Department must first be consulted. Only when Faculty & Staff Relations has authorized the involuntary termination of a staff member, should you proceed to terminate that staff member in the OneUSG Connect system.

- **Faculty**: In the case of an involuntary termination of faculty, Legal Affairs must first be consulted. Only when Legal Affairs has authorized the involuntary termination of a faculty member, should you proceed to terminate that faculty member in the OneUSG Connect system.

Once a termination is approved in OneUSG Connect, the department/unit level HR Practitioner (or CBO) must follow the process to vacate the employee in UGAJobs.
Roles and Responsibilities

Roles involved in the Voluntary Termination of Staff include the following:

- **Employee**: submits resignation.
- **Department HR Practitioner or CBO (System Manager role)**: receives the resignation (or is instructed to initiate an involuntary termination) and initiates the termination request in Manager Self Service and completes the separation checklist and exit interview.
- **Office of Faculty & Staff Relations**: must be consulted in any involuntary termination of staff, prior to initiating the termination request in OneUSG Connect.
- **Office of Legal Affairs**: must be consulted in any involuntary termination of faculty, prior to initiating the termination request in OneUSG Connect.
- **UGA Central HR**: reviews and approves the termination request in the system and enters the appropriate changes to Job Data.
- **UGA Identity Management (IDM)**: terminates employee UGA credentials and system access.

Key Process Steps

1. **In the case of a voluntary termination**, the employee submits his/her resignation letter to the appropriate Department HR Practitioner. **In the case of an involuntary termination**, the Faculty & Staff Relations Department (staff) or the Office of Legal Affairs (faculty) must authorize the termination.

2. **The Department HR Practitioner initiates the termination request in OneUSG Connect**.
   - To enter a termination request, access the Manager Self Service module in OneUSG Connect. For more information on how to complete this task, see the MSS tutorial (for System Managers) under OneUSG Connect (HR/Payroll) Topics in the [OnSourceTraining Library](#).
   - **Transaction Date**: Enter the effective date of the termination in the Transaction Date field. **The termination effective date should be the day AFTER the last day worked OR the last day in an active HR status, even if the date falls on a weekend, holiday or during a pay period.** See the appendix at the end of this SOP for scenarios related to entering the correct Transaction Date.
   - In the event of an involuntary termination, the termination request is routed to the Faculty & Staff Relations Department (for staff) or the Office of Legal Affairs (for faculty) for approval in the system. The request will not route to Central HR until these approvals are made.
The Department HR Practitioner or CBO should complete the separation checklist and perform an exit interview.

3. UGA Central HR receives the request for termination and reviews the details. If approved, Central HR approves the transaction in OneUSG Connect.
   - Once the termination is approved in the system, the Transaction Date indicates that the employee’s benefits (if applicable) will be terminated on that date.
   - UGA Identity Management (IDM) will receive notification that the employee has been terminated in the system. An integration process runs regularly between OneUSG Connect and the Identity Management System (IDM) that exports employee-related data to IDM.

4. The Unit/Department HR Practitioner or CBO must follow the process to vacate the position in UGAJobs (this is a Modify transaction in UGAJobs). For more information on how to perform this task in UGA Jobs, see the UGAJobs Position Manager Initiator Manual.

Relevant Resources

- OneSource Training Library
- Separation checklist
- UGAJobs Position Manager Initiator Manual

Approval

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lindsey Van Note</td>
<td>December 2018</td>
</tr>
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Appendix: Scenarios to assist the entering of correct Transaction Date for terminations

<table>
<thead>
<tr>
<th>Scenarios</th>
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| 1 | The employee submits a resignation effective in two weeks. The employee’s last day physically working falls on a Friday, 10/26.  

Last day the employee physically worked: 10/26  
Last day in an active HR status: 10/26  
**Termination effective date: 10/27**  
| 2 | The employee submits a resignation effective in one month. The employee’s last day physically working falls on Tuesday, 10/23. However, the employee is approved to take leave 10/24 – 26.  

Last day the employee physically worked: 10/23  
Last day in an active HR status: 10/26  
**Termination effective date: 10/27**  
| 3 | The employee submits a resignation letter on Tuesday 10/1 with a resignation date of 10/14. The supervisor tells the employee to finish out the day but this will be his/her last day working. The employee will still receive pay via administrative leave for the remainder of the two weeks.  

Last day the employee physically worked: 10/1  
Last day in an active HR status: 10/15  
**Termination effective date: 10/15**  
| 4 | The employee submits a resignation letter on Tuesday 10/1 with a resignation date of 10/14. The supervisor tells the employee he/she is no longer needed and asks the employee to leave immediately. The employee only worked two hours that day. The employee is exempt and is paid monthly. The employee will still receive pay via administrative leave for the remainder of the two weeks.  

Last day the employee physically worked: 10/1  
Last day in an active HR status: 10/15  
**Termination effective date: 10/15**
### Note:
The supervisor should immediately notify HR of the resignation. HR will terminate the employee in OneUSG Connect with the effective date of 10/24. HR will need to notify payroll immediately so that they can ensure the employee is only paid for 2 hours on 10/23.

<table>
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<tr>
<th>5</th>
<th>The employee submits a resignation effective immediately to the supervisor on Tuesday, 10/23. The employee’s last day physically working is Wednesday, 10/10. He/she is currently on an unpaid leave of absence.</th>
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<tbody>
<tr>
<td></td>
<td>Last day the employee physically worked: 10/10</td>
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<tr>
<td></td>
<td>Last day in an active HR status: 10/23</td>
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<tr>
<td></td>
<td><strong>Termination effective date:</strong> 10/24</td>
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<tr>
<td><strong>Note:</strong></td>
<td>Please keep in mind that those who are on an unpaid leave of absence will be on benefits billing with Alight.</td>
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<tr>
<th>6</th>
<th>The employee submits a resignation to the supervisor effective Tuesday, 1/1. The employee’s last day physically working is Monday, 12/31. The effective date of the termination falls on a holiday.</th>
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<tbody>
<tr>
<td></td>
<td>Last day the employee physically worked: 12/31</td>
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<td></td>
<td>Last day in an active HR status: 12/31</td>
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<td></td>
<td><strong>Termination effective date:</strong> 1/1</td>
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<th>7</th>
<th>The employee submits a resignation from a temporary position effective Tuesday, 10/23. The employee’s last day physically working is 10/23. The employee has accepted a benefited position with the same institution effective the same day as the resignation from the temporary position.</th>
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<tr>
<td></td>
<td>Last day the employee physically worked (in the temp position): 10/23</td>
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<tr>
<td></td>
<td>Last day in an active HR status (for the temp position): 10/23</td>
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<td><strong>Position Change effective date:</strong> 10/24</td>
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<td><strong>Note:</strong></td>
<td>The best practice in this particular scenario is to enter this action as a position change instead of a termination. This reduces the number of data changes sent to Alight, therefore minimizing the risk of errors.</td>
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