

## Exiting Employees – Information for Supervisors

1. **Terminate the employee in myFSCJ.** (Supervisor)

Prior to entering a Terminate Employee request, review [Understanding the Terminate Employee Function in myFSCJ](#) information sheet found on the [Manager Resources](#) page of the Human Resources web site.

A termination is required if the employee is **vacating any position at FSCJ**. If the employee will remain at FSCJ in another position/capacity, to include as an Adjunct, please contact [Employment@fscj.edu](mailto:Employment@fscj.edu) **immediately** to review the process of transferring the employee. This will also help ensure a smooth transition and preserve the employee's system access and benefits (as applicable), so they are not negatively impacted.

[myFSCJ > My Manager Tasks > Job and Personal Information > Terminate Employee](#)

The termination date entered must be the date **after** the employee's last day worked. If the employee's last day falls on a Friday, the termination date will be Saturday. *If an incorrect date is entered into the system, it will negatively affect both the employee's pay and their system access, making them unable to work in the system on their last day.*

2. **Complete a Clearance Form.** (Employee and Supervisor)

A [Clearance Form](#) must be completed for both terminating and transferring employees (*except for student and contingent workers*) to account for possible property and debt owed to the College. Complete the form with your employee on their last day, obtain appropriate signatures, and forward to HR via inter-office mail (AO-101) or email ([HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu)). It is not necessary to send multiple copies of the Clearance Form, nor does HR need the original form if it is scanned to us.

*Failure to submit the completed Clearance Form timely will result in a delay in the employee's eligible leave pay out.*

- Equipment & Property Returned/Transferred – Obtain a list of assets assigned to the employee.

[myFSCJ > Main Menu > Financial Supply Chain > Asset Management > Search for an Asset](#)

- Select the "Additional Search Criteria" link.
- Under Custodian Information, enter the employee's EMPLID. (You may search by employee name if needed.)
- ENTER.
- Select "Search" even though it will look as though the screen is blank.
- Review the information under the Owner/Custodian tab.

To transfer bar coded items to another employee, use form [PC-2](#). Items can be transferred to you, as the supervisor, then to someone else at a later time if needed. The PC-2 is also used to transfer barcoded items to surplus. The completed PC-2 form should be sent to the Receiving Clerk or Surplus Clerk on the respective campus either through campus mail or via email.

Keys, proximity cards, and/or ID badges collected from the exiting employee should be returned to the respective Maintenance Site Manager along with a completed Key Request form (see Attachment A).

- Procurement Card (P-Card) – Employees with an issued P-Card need to personally take the card to the Purchasing Department (Administrative Offices, 3<sup>rd</sup> floor) and turn it in as a signature is required. Should the employee not get this accomplished prior to their exit, it is the supervisor’s responsibility to bring the card to the Purchasing Department.
- Leave Entered and Approved – Employees may request to utilize vacation leave as their last day(s) of employment. As with all vacation leave requests, this is subject to supervisor approval. Employees should enter leave requests prior to their last day of employment, preferably before their last day on site. Supervisors may also enter leave for the employee if this step was not completed prior to the employee’s exit. Leave requests are to be approved timely to allow for accurate calculations of any eligible leave payout.
- Process Reporting Changes – Exiting employees who have direct reports **must** process a reporting change **prior to their last working day** in order to avoid a negative impact on timesheet and absence workflow approvals. Reporting Changes are processed via My Manager Tasks and can be future dated for processing. (Please see the [Reporting Changes](#) information sheet for detailed instructions.)

3. **Provide the employee with exiting information.**

The answers to commonly asked questions may be found on the [Employee Exit Information](#) sheet. This provides information on last paycheck, leave pay out, benefits, etc. Refer the employee to the [HR Benefits team](#) options on insurance and retirement as applicable.