

## Exiting Employees – Information for Supervisors

1. Communicate with the employee concerning the termination.  
Supervisors should use all available means (e.g. in-person or virtual meeting, phone call, email, or certified mail) to ensure the employee is informed when their employment is being terminated. If the employee is retiring or transferring to a new role, the employee and supervisor should collaborate together so that both parties are aware of the employee's final date in their current position.
2. Terminate the employee.  
Prior to entering a Terminate Employee request, review [Understanding the Terminate Employee Function](#) information available on the [Supervisor Resources](#) page of the Human Resources web site.

A termination is required if the employee is **permanently vacating any position at FSCJ**. If the employee will remain at FSCJ in another position/ capacity, including as an Adjunct, please contact [Employment@fscj.edu](mailto:Employment@fscj.edu) **as soon as possible** 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.

The Terminate Employee function is located in Manager Self Service > Update Team Information > Terminate Employee

**The termination effective date must be the calendar day after the employee's last day of work**, not the next business day. This includes and applies to weekends and holidays (e.g., if the employee's last day falls on a Friday, the termination effective 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. Additionally, incorrect termination dates can result in overpayments and extension of benefits to which separating employees are not entitled.

3. Complete the Electronic Clearance Form.  
Prior to completing the Electronic Clearance Form, review [Understanding the Clearance Form Function](#) information available on the [Supervisor Resources](#) page of the Human Resources website.

A Clearance Form must be completed for both terminating and transferring employees in all full-time (instructional and non-instructional) and regular part-time positions. These positions have a prefix of 01xxxx – 06xxxx, and 10xxxx. Clearance Forms are not required for temporary part-time employment, including Adjuncts; student employees; or contingent workers.

Clearance Forms account for possible property and debt that may be owed to the College by the employee. Failure to complete an Electronic Clearance Form in a timely manner will result in a delay of the employee's leave pay out.

The Electronic Clearance Form function is located in Manager Self Service > Update Team Information > Clearance Form

- Time and Leave Entered and Approved – Employees may request to utilize annual leave as their last day(s) of employment. As with all leave requests, this is subject to supervisor approval. Employees should enter leave requests prior to their last day of employment, preferably before their 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 for 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 management workflow approvals. **Do not** set up a delegation.

Reporting Change requests **CANNOT** be initiated by anyone other than the current supervisor the employee reports to. Reporting Change requests can be future dated. The supervisor initiating the reporting change must approve any timesheets, leave absences, or workflow processes for that employee. Failure to finalize all worklist items in the terminating employee's queue will result in the transaction being null and void in the system.

Prior to entering a Reporting Change request, review [Understanding Reporting Changes](#) information available on the [Supervisor Resources](#) page of the Human Resources web site.

The Reporting Change Request function is located in Manager Self Service > Update Team Information > Request Reporting Change

- 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.

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

Navigation: myFSCJ > Financial Supply Chain > Asset Management > Search for an Asset

- Select the *Additional Search Criteria* link
- In the Custodian Information box, Enter the employee's EMPLID. (You may search by employee name if needed.)
- Click *OK*
- Click *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 form is also used to transfer barcoded items to surplus. The completed PC-2 form should be sent to the Central Services Clerk on the respective campus either through campus mail or via email. Contact the Purchasing department for additional information.

Keys, proximity cards, and/or ID badges must be collected from the exiting employee and should be returned to the respective Campus Facilities Supervisor along with a completed Key Request Form.

4. 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 payout, benefits, etc. Refer the employee to the [Benefits website](#) and/or [Benefits@fscj.edu](mailto:Benefits@fscj.edu) for further options of insurance and retirement, as applicable.