

Separation Clearance Process

A Separation Personnel Action Form (PAF) must be completed for all full-time and part-time employees who are separating from the university. The Separation PAF will need to be routed for all applicable signatures *prior to* the initiation of the Separation Clearance Process by Human Resources. The Separation Clearance Process ensures that all employees who are separating from employment with The University of Akron return all university property and are notified of any outstanding responsibilities.

Upon receipt of a Separation PAF, Human Resources will initiate the Separation Clearance Process. Submission of an electronic form by Human Resources will send a notification via email to specific University of Akron departments who need to Approve or Reject the employee's separation. Upon receipt from all assigned departments, the first-level supervisor of the separating employee will receive an email notification *with a link* to complete the *Separation Clearance Form – Part 2*.

Human Resources receives an email after submission of the second Clearance Form to submit a third form which acts as final approval. When a Human Resources employee submits this form, payroll receives an email with a process-generated Clearance Form document outlining all supervisor responses, approvals, and any comments noted throughout the process.

Note: *A Separation PAF must be completed by the department of the separating employee and routed for signatures PRIOR to the Clearance Process being started.*

Note: *The separating employee will not receive their final compensation check unless the Separation Clearance Process is completed.*

Separation Clearance Process for Supervisors

Separation Clearance Form Submitted by Human Resources and Processed for Department Approvals

Upon receipt of a Separation PAF, Human Resources will initiate the electronic Separation Clearance Process. This initiation will send email notifications to the following departments for their Approval or Rejection:

- University Libraries
- Office of Research Administration
- Information Technology
- Accounts Receivable/Cashier's Office
- Locking Systems
- Parking

Each assigned department will have up to three days to submit their approval or rejection pertaining to the clearance of the separating employee. The three-day cut-off does not include weekends. Approvers may include comments as well at this time. At the end of three days, the Separation Clearance Process response deadline will be expired, and the process will proceed (even if the assigned departments have not responded). An email notification will be sent to the supervisor of the separating employee with a summary of responses received from the assigned departments.

The email notification to the supervisor is dependent upon the assigned department's responding. If all the assigned departments respond quickly, the email notification will be sent before the three-day expiration time.

At this time, the Procurement Card (PCard) office will receive an email notification that a separation clearance form has been submitted. The PCard office does not have to approve or reject the email notification.

Supervisor Notification of Department's Responses

The supervisor of the separating employee receives an email notification with the department's responses (Approval/Rejection) to the Separation Clearance Form submitted by Human Resources to initiate the process.

The notification email that is received will be dependent upon the responses received. The email will inform you if all the departments approved the clearance form or if one or more rejected it (examples below). The body of the email notification will include all assigned department's response and any comments that may have been included.



After reviewing the email notification and resolving any issues (rejections) received from the assigned departments (any unresolved issues will be the responsibility of the department), the supervisor will click on the link that will be included in the email notification to access the *Department of Assignment Clearance Form – Part 2*.

Email Notification - All Departments Approved

If all assigned departments have approved the “Separation Clearance Form”, the following email notification will be received:

Human Resourc... Clearance Form 35 APPROVED for Steven G. Rogers (12345)
Clearance Form Number 35 that was submitted for Steven G. Rogers (Employee ID: 12345) has been APPROVED

Clearance Form 35 APPROVED for Steven G. Rogers (12345)

 Human Resources, Operations & Employment
To
 This message was sent with High importance.

Clearance Form Number 35 that was submitted for Steven G. Rogers (Employee ID: 12345) has been APPROVED by all departments.

Department Responses

Office of Research Administration

Approver: Michael Hillman

Response: Approve

Comments: Research Administration Approved

Library

Approver: Michael Hillman

Response: Approve



Comments: University Libraries Approved

Email Notification – One or More Departments Rejected

If one or more assigned departments has rejected or did not respond to the “Separation Clearance Form”, the following email notification will be received:

Human Resourc... Clearance Form 36 NOT FULLY APPROVED for Steven G. Rogers (12345)
Clearance Form Number 36 that was submitted for Steven G. Rogers (Employee ID: 12345) has been completed.

Clearance Form 36 NOT FULLY APPROVED for Steven G. Rogers (12345)

 Human Resources, Operations & Employment
To
 This message was sent with High importance.

Clearance Form Number 36 that was submitted for Steven G. Rogers (Employee ID: 12345) has been completed. However, one or more of the following departments have not approved the request.

Please note: It is the responsibility of the supervisor of the separating employee to ensure all outstanding obligations are satisfied prior to submission of the next form in the Clearance Process.

Department Responses

Office of Research Administration

Approver: Michael Hillman

Response: Reject

Comments: Research Administration Rejected

Library

Approver: Michael Hillman

Response: Approve

Comments: Library Approved

Accounts Receivable

Approver: Michael Hillman

Response: Approve

Comments: Accounts Receivable Approved

Note: If any of the departments “rejected” the Separation Clearance Form, please reach out to those departments for resolution. Enter the resolution in the “Comments” section during the next step of the process (Department of Assignment).

Note: If the supervisor approves a clearance form for the employee’s final compensation and there are outstanding expenses owed, **the department will be responsible.**

Department of Obligation Clearance Form Submitted (Part 2)

The supervisor of the separating employee will complete the Department of Assignment obligations by clicking the link included in the email notification that was received.

Separation Clearance Form - Part 2

The Separation Clearance Form is the final step in an employee's separation of employment from The University of Akron and is NOT used for interdepartmental transfers.

This form is Part Two of a Two-Part Process for the Separation Clearance Form. Part 2 (this form) will be completed by the first-level supervisor for a separating employee.

On this form, you will enter the employee's Department of Assignment obligations. Please ensure that all outstanding obligations have been met prior to submitting this form. It is the responsibility of the separating employee's home department to fulfill all obligations prior to separation, and any outstanding obligations are at the cost to the department after separation of the employee.

Please review the email received containing the "Separation Clearance Form" responses from the various departments approving or rejecting the employee's clearance form. If any department "rejected" the employee's "Separation Clearance Form", please resolve the issue with the department and enter the resolution in the "Comments" section of this form. This is REQUIRED of any outstanding obligations reported in the email notification received.

The Employee's Final Compensation preference will be required before submitting this form.

Please note: Faculty Members must submit grades by the designated deadline.

HRF013 Revised 03/02/2021

Hi Krystie A, when you submit this form, the owner will be able to see your name and email address.

* Required

Department of Assignment

Employee has been cleared of all obligations and returned all University of Akron property listed below.

1. Employee ID: *

2. Clearance Form Number: *

3. University of Akron issued Procurement Credit Card Cancelled *

The supervisor will complete the “Separation Clearance Form – Step 2” by entering a response to each of the required employee obligations:

- University of Akron Procurement Credit Card
- Industrial Security Clearance
- All Vacation & Sick Time Usage entered in EmpCenter
- Computer and/or all Electronic Equipment returned
- Cellular Phone and/or Wireless Devices returned
- Confirmation of the Employee’s Mailing Address
- Electronic Swipe Card access has been deactivated.

If there were any issues/rejections that were received from the departments, enter the resolution in the “Comments” section at the bottom of the form.

Please note the supervisor is responsible for noting any change in address which applies to the separating employee. This is a *very important* step in the process which ensures the separating employee receives future tax documents to the correct location and on time.

Click “Next” to move on to the next screen.

10. Supervisor Comments/Address Change

Enter your answer

Next

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The next screen requests information regarding the disbursement of the final paycheck for the separating employee. On this page, the supervisor will determine the method by which the employee’s final paycheck is distributed from payroll (pick-up at payroll office or current method of distribution). Click “next” to move on to the next screen.

* Required

Final Paycheck Disbursement

Confirm with the separating employee if they would prefer to pick up their final paycheck at the Payroll Office or have it distributed using the current method of distribution

11. Final Paycheck Distribution? *

Payroll Office

Current Method of Distribution

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By clicking “Submit” on the following page, the supervisor is agreeing that all obligations to The University of Akron have been satisfied and that all University of Akron property has been returned. When this form is submitted, Human Resources is notified and payroll will be authorized to issue the final check to the separating employee.

Department of Assignment Approval

By completing this form and clicking "Submit," you agree that all obligations to The University of Akron have been satisfied by the separating employee and that all University of Akron property has been returned.

Any outstanding obligations for separating employees will be at the financial expense of the home department if not resolved prior to separation.

After submitting this form, Human Resources will be notified and Payroll will be authorized to issue the final compensation check to the separating employee.

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Separation Clearance Form Approval and Final Processing

An email notification will be sent to Human Resources. Human Resources will review the Clearance Form details and approve the form to send to payroll for processing. Payroll will not be notified to process an employee’s final paycheck unless the Separation Clearance Process is completed.