



Middle Georgia State University

Supervisor Checklist for Faculty/Staff Separation

This checklist outlines employment exit procedures for regular, part-time, and temporary faculty and staff whose employment ends at MGA due to resignation, termination, retirement, or death. If you have any questions, please contact Human Resources at 478.471.2010 or humanresources@mga.edu

Supervisor or departmental responsibilities

- Go to [OneUSG](#)>Manager Self Service and enter employee's termination date/retirement date
 - [Instructions](#) are in the OneUSG Employee Knowledgebase (use your single sign on to access)
 - Enter *Effective Date* as the first day that the employee is **no longer employed** at the institution.
 - Attach any resignation letter to the *Attachments* section at the bottom of the final page, before you Submit.
- Review and approve final timesheet and/or absence requests in OneUSG Connect.
- If applicable, ensure all travel has been submitted by the employee in the Travel & Expense module and approve.
- Collect and confirm all MGA and department issued property has been returned to the appropriate departments, e.g., keys, laptop, mobile device, desk keys, name badge, MGA ID card, P-card, etc.
- Work with the employee to forward any emails needed for departmental operations to the appropriate individual(s) and set up an automatic email reply stating he/she is no longer employed with MGA.
- Use the following link [Employee Clearance Form](#) to initiate the clearance checklist.