



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.

Separated employee's system access must be terminated within 5 days of the last day of employment. It is the supervisors responsibility to ensure the separation process has been initiated as soon as possible upon becoming aware of an impending employee separation.

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)
 - o Enter the *Effective Date* as (1) calendar day after the employee is **no longer employed** at the institution.
 - o 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.
- Notify the Office of the Provost at officeoftheprovoat@mga.edu.
- 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.