



## Human Resources Employee Offboarding Operating Procedure

**Effective Date:** Jan. 13, 2026

**Responsible Office:** System Office of Human Resources

### 1. Purpose

The purpose of this procedure is to establish a consistent and compliant process for separating employees from employment within the Arkansas State University System (ASU System). This includes voluntary resignations, retirements, terminations, and end-of-appointment separations. The goal is to ensure a smooth transition for both the employee and the institution while protecting institutional assets, maintaining compliance, and providing timely final compensation and benefit closure.

### 2. Scope

This procedure applies to all full-time and part-time employees across all ASU System institutions, including faculty, staff, and other personnel.

### 3. Responsibilities

- **Supervisors/Department Heads:** Notify Human Resources as soon as an employee's separation is known, initiate the employee separation checklist, and ensure all university property is returned.
- **Human Resources (HR):** Process separation paperwork, ensure benefit and payroll compliance, and notify relevant departments of the employee's termination date.
- **Information Technology (IT):** Secure and deactivate system access and accounts according to established timelines.
- **Payroll:** Process final pay in accordance with ASU System and State of Arkansas guidelines.
- **Employee:** Provide written notice of separation from the institution. Complete exit interview, return all property, and provide updated contact information for final communication and tax purposes.

## 4. Notification of Separation

- Employees are expected to submit a written resignation or retirement notice to their supervisor and Human Resources at least two weeks in advance of leaving the institution. It is expected that the employee will work out the final two weeks of employment. Failure to do so may result in the employee becoming ineligible for rehire with the institution.
- Supervisors must forward the notice to HR immediately upon receipt.
- HR will confirm the effective date of separation and coordinate with Payroll, IT, and other relevant offices.

## 5. Final Pay and Leave Payout

- **Final Payout:** Employees will receive their final paycheck within seven (7) calendar days of their separation date.
- **Annual Leave:** Unused annual leave will be paid out in accordance with Arkansas State law and ASU System policy.
- **Sick Leave:** Employees who retire from the ASU System are eligible for sick leave payout per the State of Arkansas guidelines. Henderson State University employees are subject to the [HSU Campus Operating Procedure](#) on Health Benefits, Basic Life Insurance, and Miscellaneous Benefits Upon Retirement.
- **Compensatory Time:** Any earned compensatory time will be paid in accordance with the Fair Labor Standards Act (FLSA) and university policy.

## 6. Benefits and Insurance

- **Benefits Coverage:** Health, dental, vision, and other insurance benefits will continue through the end of the month in which the employee's resignation or termination becomes effective.
- **COBRA:** Eligible employees may continue certain benefits under COBRA. HR will provide information regarding COBRA rights and enrollment procedures.
- **Retirement Accounts:** Employees are responsible for contacting their retirement provider (APERS, ATRS, TIAA) to discuss options related to their retirement funds.

## 7. Return of University Property

Before the last day of employment, employees must return all university property, including but not limited to:

- ID badges, keys, access cards
- University-issued laptops, mobile devices, and equipment
- Purchasing cards and travel cards
- Library materials, tools, uniforms, or other issued assets

Supervisors are responsible for verifying the return of items via the Employee Separation Checklist and providing that list to the institution Human Resource Department.

## **8. System and Email Access**

- Access to university email, ERP systems (e.g., Banner), and other university platforms will be disabled at the close of business on the employee's final working day.
- Supervisors may request limited continued access for transitional purposes with the approval of the institution's HR and IT departments.

## **9. Exit Interview**

Human Resources at the institution will offer an exit interview to collect feedback, discuss benefits continuation, and ensure completion of required forms. Feedback from exit interviews may be aggregated to inform retention and process improvement initiatives.

## **10. Record Retention**

HR at the institution will retain separation documentation, exit interviews, and final payroll records in the employee's personnel file and in accordance with state records retention schedules and ASU System policy.

## **11. Compliance**

This procedure aligns with:

- ASU System Policy Manual
- Federal and State Employment Laws
- Fair Labor Standards Act (FLSA)
- Affordable Care Act (ACA)

## **12. Related Documents**

- ASU System Employee Separation Checklist
- ASU System Benefits Termination Form
- ASU System Policy Manual – Leave and Separation Policies
- HSU Campus Operating Procedure on Health Benefits, Basic Life Insurance, and Miscellaneous Benefits Upon Retirement
- State of Arkansas Sick Leave Payout Guidelines

## Arkansas State University System

### Employee Offboarding Checklist

(For Use by Supervisors, Human Resources, and Departmental Administrators)

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Campus: \_\_\_\_\_

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Separation Type:  Resignation  Retirement  Termination

End of Appointment  Other \_\_\_\_\_

Effective Date of Separation: \_\_\_\_\_

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#### SECTION 1 — Notification and Documentation

Task	Responsible Party	Completed
Written resignation or retirement notice received and forwarded to HR	Supervisor	<input type="checkbox"/>
Verify and confirm employee's final working day	HR	<input type="checkbox"/>
Submit Personnel Action Form (PAF) or separation form to HR	Supervisor/HR	<input type="checkbox"/>
Confirm eligibility for rehire status and note in personnel record	HR	<input type="checkbox"/>

#### SECTION 2 — Payroll, Leave, and Final Pay

Task	Responsible Party	Completed
Review employee's leave balances in leave system (e.g., Banner or Paychex)	HR/Payroll	<input type="checkbox"/>
Calculate Annual Leave Payout: • Payout limited to a maximum of 240 hours (30 days) in accordance with State of Arkansas and ASU System policy.		

Task	Responsible Party	Completed
<ul style="list-style-type: none"> <li>• Payout based on employee's hourly rate at the time of separation.</li> <li>• Include any earned but unused compensatory time if applicable.</li> </ul>	Payroll	<input type="checkbox"/>

**Calculate Sick Leave Payout (Retirees only):**

- Eligible employees retiring under a recognized Arkansas retirement system (APERS, ATRS, TIAA, etc.) may receive a sick leave payout based on State of Arkansas guidelines (HSU employees per campus operating procedure):
  - Upon retirement or death, any employee or beneficiary of any employee of any agency of the State of Arkansas shall receive compensation for accumulated unused sick leave as follows:
    - (1) If the employee has accumulated at least fifty (50) days but fewer than sixty (60) days of sick leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued sick leave days rounded to the nearest day multiplied by fifty percent (50%) of the employee's daily salary;
    - (2) If the employee has accumulated at least sixty (60) days but fewer than seventy (70) days of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued sick leave days rounded to the nearest day multiplied by sixty percent (60%) of the employee's daily salary;
    - (3) If the employee has accumulated at least seventy (70) days but fewer than eighty (80) days of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days rounded to the nearest day multiplied by seventy percent (70%) of the employee's daily salary; and
    - (4) If the employee has accumulated at least eighty (80) or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave

Task	Responsible Party	Completed
days rounded to the nearest day multiplied by eighty percent (80%) of the employee's daily salary.		
<ul style="list-style-type: none"> <li>• The employee's daily salary shall be determined by dividing the annual salary by two hundred sixty (260).</li> <li>• In no event shall an employee or beneficiary of an employee receive an amount that exceeds seven thousand five hundred dollars (\$7,500) upon retirement or death.</li> </ul>		
- Payout applies only to official retirees who meet eligibility criteria for retirement at time of separation.	Payroll/HR	<input type="checkbox"/>
Verify final timesheet and leave submission and approval	Supervisor	<input type="checkbox"/>
Process final pay within seven (7) calendar days of termination date	Payroll	<input type="checkbox"/>
Confirm final payout distribution method (direct deposit or paper check)	Payroll	<input type="checkbox"/>

### **SECTION 3 — Benefits and Insurance**

Task	Responsible Party	Completed
End insurance and benefit coverage effective the last day of the month in which separation occurs	HR/Benefits	<input type="checkbox"/>
Provide COBRA continuation notice and enrollment information	HR/Benefits	<input type="checkbox"/>
Notify employee of retirement account options and refer to retirement provider (TIAA, APERS, ATRS, etc.)	HR/Benefits	<input type="checkbox"/>
Verify that dependent and supplemental benefits (life insurance, vision, dental) are properly terminated or transitioned	HR/Benefits	<input type="checkbox"/>
Provide Arkansas State Employee Retirement & Sick Leave Payout Form if applicable	HR	<input type="checkbox"/>

## **SECTION 4 — Return of University Property**

Task	Responsible Party	Completed
Return ID badge, keys, and access cards	Employee/Supervisor	<input type="checkbox"/>
Return laptop, cell phone, iPad, and other university-issued equipment	Employee/Supervisor	<input type="checkbox"/>
Return purchasing/travel cards	Employee/Supervisor	<input type="checkbox"/>
Return uniforms, tools, library materials, and departmental assets	Employee/Supervisor	<input type="checkbox"/>
Confirm all property accounted for and documented	Supervisor	<input type="checkbox"/>

## **SECTION 5 — Technology and Systems Access**

Task	Responsible Party	Completed
Notify IT Department of separation date	HR/Supervisor	<input type="checkbox"/>
Terminate access to:		
• University email		
• Banner / ERP systems		
• Network and shared drives		
• Building access controls		
• Other software or systems	IT	<input type="checkbox"/>
Determine if retiree email privileges apply per campus policy	HR/IT	<input type="checkbox"/>

## **SECTION 6 — Exit Interview and Record Retention**

Task	Responsible Party	Completed
Schedule and conduct exit interview (optional but encouraged)	HR	<input type="checkbox"/>
Confirm receipt of updated mailing address for tax documents (W-2, 1095-C)	HR	<input type="checkbox"/>
Store signed separation documents and checklist in personnel file	HR	<input type="checkbox"/>

## **SECTION 7 — Supervisor Acknowledgment**

I certify that all university property has been returned, access has been revoked, and all offboarding steps have been completed.

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 8 — Human Resources Certification**

I certify that all separation, benefits, and final pay processes have been completed according to ASU System and State of Arkansas policies.

HR Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **NOTES:**

- Annual and sick leave payouts are subject to Arkansas Code Annotated § 21-4-205 and State of Arkansas OPM Guidelines.
- Final pay and leave balances must be verified before processing.
- This checklist should be retained in the employee's permanent personnel record for a minimum of five (5) years after separation.