



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Departing Employee Procedure
Number:	21
Effective Date:	10/01/06
Last Revision Date:	

THIS POLICY AND PROCEDURE IS UNDER DEVELOPMENT AND SHOULD NOT BE USED UNTIL THIS NOTE IS REMOVED.

DEPARTING EMPLOYEE INFORMATION refers to a set of steps and activities that are required for or associated with the ending of a person's employment at Marshall University Research Corporation (MURC) as by termination, resignation, retirement, etc. Some of the items in Departing Employee Information are done by the departing employee. Other things are done for him/her by others. The list below can be followed in order to properly complete the withdrawal from active employment status. This page may be printed to use as a handy reference. You may optionally place a checkmark by each item as it is completed. This form does not need to be turned in at the conclusion of the departing employee process. Departing MURC employees and their supervisors should refer to and comply with MURC Human Resources Policy and Procedure 42, Employment Termination

THINGS TO DO IN CONNECTION WITH DEPARTURE FROM EMPLOYMENT AT MURC:

[] LETTER OF RESIGNATION: As soon as an employee determines to resign or retire, he/she should write a letter of resignation to their employing department. The letter should indicate the last day to be worked and the reason for leaving university service. The employing department should accept in writing the notice of resignation or retirement. This can be accomplished by a signed pen-and-ink annotation to the employee's resignation letter or by a separate signed writing to the employee. A copy of the letter of resignation and the employing department's acceptance of it should be sent to Human Resource Services as soon as possible.

[] BENEFITS DE-ENROLLMENT: Persons resigning or retiring from MURC should contact the HR Services staff member, MURC Benefits, at Human Resource Services at the address shown at the top of this procedure as soon as possible. Health insurance coverage cannot continue beyond end of month of the last day worked at MURC.

[] OUTLOOK GROUPWARE: The departing employee should contact Computing Services and inform them of their resignation/retirement date so that their account in the Outlook groupware can be set properly. NOTE: MURC employees assigned to work at the Marshall University School of Medicine (MUSOM) should contact the Division of Information Technology at 696.7337 (located in room G35 of the Medical Education Building, or in the Health Science Library of the Medical Center Building) to resolve their Outlook account.

[] MARSHALL UNIVERSITY E-MAIL ACCOUNT: MURC employees receive a Marshall University e-mail address. In certain circumstances, departing MURC employees may retain their Marshall University e-mail address. Persons resigning or retiring should contact Marshall University Computing Services, 4th floor, Drinko Library, and make proper arrangements for either the termination or continuation of their Marshall University e-mail account.

[] BANNER DE-ENROLLMENT: For any departing MURC employee who has privileges to Marshall University's Banner system, the employee's supervisor or other authorized representative from the employing department should contact Computing Services, 4th Floor, Drinko Library, in a timely manner for the purpose of stopping the individual's Banner privileges consistent with the schedule for their departure from MURC employment.

[] KEYS: The departing employee should turn in to their supervisor on their last day worked (or earlier as appropriate) any keys to offices or locked storage they were issued.

[] TELEPHONE CALLING CARD: Any telephone calling card issued to the departing employee should be turned in to the supervisor in a timely manner prior to the employee's last day at work.

[] CAMPUS I.D. CARD: The Campus I.D. Card should be turned in to Human Resource Services at the address shown at the top of this policy on the last day of employment or as soon as the card is no longer needed if earlier than the last day.

[] MURC PURCHASE CARD: If a departing employee was issued a State of West Virginia Purchase Card, the employee should turn the Purchase Card in to the supervisor in a timely manner prior to the departing employee's last day of work. The departing employee's supervisor or other authorized representative of the employing department should contact the MURC Accounting Office at 696.2829.

[] PARKING PERMIT: If a departing MURC employee was in possession of a Marshall University parking permit, he/she should notify Public Safety in the Welcome Center of their departure date. Public Safety may require that the parking permit be turned in to them prior to the departure of the employee.

[] LIBRARY MATERIALS: The departing employee should make arrangements to return any outstanding Marshall University Library materials and settle any overdue fines on or prior to the last day worked. Contact the Library staff on the ground floor of the Drinko Library.

[] PERSONAL PROPERTY: The departing employee should make arrangements to remove any personal property from their MURC work station on or prior to their last day worked.

[] NOTIFICATION OF CHANGE OF ADDRESS: The MURC Payroll Office will send the departing employee an IRS Form W-2, statement of earnings, in January. If the departing employee changes address after leaving MURC employment, he/she is responsible for notifying the Payroll Office of their new address. Otherwise the Form W-2 may not be received. This office may be reached with paper mail at Payroll Office, Marshall University Research Corporation, Coal Exchange Building, 14th Floor, Huntington, WV 25755, by phone to 304.696.2830.

[] REMOVAL FROM E-MAIL MAILING LIST: Human Resource Services operates an e-mail mailing list for MURC employees. The departing MURC employee or his/her supervisor should notify Human Resource Services at the address shown at the top of this form in order to have the departing employee's name and e-mail address removed from the mailing list.

[] RETIREE STATUS: Human Resource Services will with proper notification set the employment status of the departing employee in the Banner system to Retired (E-Class RT) as soon as possible consistent with their decision to draw down accrued annual leave versus taking a lump-sum payout. This may require suspending the matter on the calendar to ensure that it is done at the proper time in the future.

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