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## 2411 NOTIFICATION OF EMPLOYEE TERMINATION

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Effective: December 1986  
Revised: April 2015  
Last Reviewed: April 2018  
Responsible Office: Comptroller  
Approval: Comptroller/Human Resources

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### PURPOSE

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To establish policy regarding the timely processing of the termination notice to the Payroll Department for an employee separating from the University, either voluntarily or involuntarily.

**NOTE:** Specific payroll action is required for effecting an employee's termination. Terminating the current pay distribution does not in and of itself constitute an appropriate termination notification.

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### POLICY

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1. Departments are responsible for entering the appropriate termination information in Penn Works for separating employees in a timely and accurate manner. This includes entering the appropriate separation code for the employee.
2. For monthly paid employees, the termination should be effected on the Human Resources/Payroll System as soon as the department becomes aware that the employee is terminating. If the payroll termination action is after a payroll cutoff date which would result in the employee being overpaid, the department also must immediately notify the Payroll Department, in writing, of the termination.
3. For weekly paid employees or work study students, the termination should be effected on the Human Resources Payroll System the Tuesday following the last week worked.
4. Departments are expected to see that all University property is returned by the employee to the appropriate office upon termination. This includes keys, Penn Identification Card, Transaction Authorization Card, University Sponsored Charge Card and any other University property in the possession of the employee. In addition, it is the responsibility of the home department to take reasonable steps to inventory and remove (or request removal of) the terminated employee's Access privileges to University, Departmental, School, Center and other informational systems containing personal or proprietary data.