

# Employee Termination Process Guide

---

March 24, 2004  
Human Resources Department  
Revised May 20, 2005

## Table of Contents

---

	Page
Table of Contents	1
Introduction	2
Voluntary Resignation	2
Appointments with End Dates	2
Involuntary Termination (known in advance by Employee)	3
Involuntary Termination (not known in advance by Employee)	3
Absent Employee / Guest Termination	3
Employees Transferring to Guest Status	4
Termination Process Flowchart	5

### APPENDIX

#### Forms and Supplemental Information

Termination Acknowledgment Letter	Attachment 1
Non-renewal / Early Termination of Term or Limited Appointment Letter	Attachment 2
Notification to Supervisor of Termination Process	Attachment 3
Employee Exit Appointment Notice	Attachment 4
Exit Packet Instructions	Attachment 5
Employee Exit Appointment Notice & Exit Packet Instructions	<i>Combined</i> Attachment 4 and 5
Exit Packet (components of Attachment 4)	Attachment 6
Termination Checklist (for Employee & Supervisor)	Attachment 7
Notice to Absent Employee / Guest	Attachment 8
Notice to Lab Departments re Employee Termination	Attachment 9
Termination Checkout Sheet (optional - for HR Center & Supervisor)	Attachment 10

## THE EMPLOYEE TERMINATION PROCESS

### Introduction

People terminate their employment for various reasons, voluntary or involuntary. This guide will detail the required steps for the various types of terminations identified below: The steps to follow for a complete termination process are essentially the same for both conditions and are listed in this guide. A Termination Process Flowchart and forms are provided to assist in the termination process.

- I. Voluntary Resignation
- II. Appointments with End Dates
- III. Involuntary Termination (known in advance to employee).
- IV. Involuntary Termination (not known in advance to employee).
- V. Absent Employee/Guest Termination
- VI. Employees transferring to Guest Status

### I. Voluntary Resignation

- a. Upon receipt of an employee's voluntary resignation, the supervisor should respond to the employee with an acknowledgement. Suggested language for an acknowledgement letter is attached (Attachment 1).
- b. The HR Center and the supervisor discuss and agree upon their roles in the termination process, and HR provides guidance on how to use the appropriate forms in the Exit packet. The HR Center sends the supervisor written communication about the Exit packet and reminds the supervisor to approve the employee's time in LETS so that the final paycheck can be generated. (Attachment 3).
- c. The supervisor or the HR Center (depending on their agreed roles) provides the employee with the notification to employee about termination process (Attachment 4).
- d. The supervisor or the HR Center (depending on their agreed roles) provides the employee with the Exit packet instructions (Attachment 5), the Exit packet (designated as Attachment 6; samples available from Recruitment), and the Termination Checklist (designated as Attachment 7; located in a separate Excel file), A Check Out Sheet (Attachment 10; optional) is available to either the HR Center or the Supervisor to document the steps in the termination process.
- e. The supervisor or the HR Center notifies the relevant division recipients of the termination by email (Attachment 9).
- f. For non-immigrants, the HR Center provides a copy of the Termination Personnel Action Form (PAF) to the International Researchers and Scholars Office (IRSO).

### II. Appointments with End Dates

The process for handling these types of terminations is the same as the process for Voluntary Resignations above, with the exception of step **a** below.

- a. The HR Center sends employee a Non-Renewal letter (Attachment 2).
- b. The HR Center and the supervisor discuss and agree upon their roles in the termination process, and HR provides guidance on how to use the appropriate forms in the Exit packet. The HR Center sends the supervisor written communication about the Exit packet and reminds the supervisor to approve the employee's time in LETS so that the final paycheck can be generated. (Attachment 3).
- c. The supervisor or the HR Center (depending on their agreed roles) provides the employee with the notification to employee about the termination process (Attachment 4).
- d. The supervisor or the HR Center (depending on their agreed roles) provides the employee with the Exit packet instructions (Attachment 5), the Exit packet (designated as Attachment 6; samples available from Recruitment), and the Termination Checklist (designated as Attachment 7; located in a separate Excel file), A Check Out Sheet (Attachment 10; optional) is available to either the HR Center or the Supervisor to document the steps in the termination process.
- e. The supervisor or the HR Center notifies the relevant division recipients of the termination by email (Attachment 9).

- f. For non-immigrants, the HR Center provides a copy of the Termination Personnel Action Form (PAF) to the International Researchers and Scholars Office (IRSO).

### III. Involuntary Terminations (known in advance to Employee)

The process for handling these types of terminations is the same as the process for Appointments with End Dates, above, with the exception of step **a** below.

- a. The HR Center notifies employee of termination using a Termination Letter as approved by Labor and Employee Relations.
- b. The HR Center and the supervisor discuss and agree upon their roles in the termination process, and HR provides guidance on how to use the appropriate forms in the Exit packet. The HR Center sends the supervisor written communication about the Exit packet and reminds the supervisor to approve the employee's time in LETS so that the final paycheck can be generated. (Attachment 3).
- c. The supervisor or the HR Center (depending on their agreed roles) provides the employee with the notification to employee about the termination process (Attachment 4).
- d. The supervisor or the HR Center (depending on their agreed roles) provides the employee with the Exit packet instructions (Attachment 5), the Exit packet (designated as Attachment 6; samples available from Recruitment), and the Termination Checklist (designated as Attachment 7; located in a separate Excel file), A Check Out Sheet (Attachment 10; optional) is available to either the HR Center or the Supervisor to document the steps in the termination process.
- e. The supervisor or the HR Center notifies the relevant division recipients of the termination by email (Attachment 9).
- f. For non-immigrants, the HR Center provides a copy of the Termination Personnel Action Form (PAF) to the International Researchers and Scholars Office (IRSO).

### IV. Involuntary Terminations (not known in advance to employee)

- a. The HR Center advises the supervisor of their role in the termination process. The HR Center sends the supervisor written notice reminding supervisor to approve employee's time in LETS so that final paycheck can be generated. (Attachment 3).
- b. The supervisor and an HR representative meet with the employee at the termination meeting. They deliver the following items to employee: Relevant Termination letter as approved by Labor and Employee Relations, Exit packet instructions (Attachment 5), Exit packet (designated as Attachment 6; samples available from Recruitment), and the Termination Checklist (designated as Attachment 7; located in a separate Excel file to be completed during the meeting. A Check Out Sheet (Attachment 10; optional) is available to either the HR Center or the Supervisor to document the steps in the termination process.
- c. Laboratory property is collected at the meeting.
- d. The supervisor or HR Center notifies the relevant division recipients of the termination by email (Attachment 9).
- e. For non-immigrants, the HR Center provides a copy of the Termination Personnel Action Form (PAF) to the International Researchers and Scholars Office (IRSO).

### V. Absent Employee/Guest Termination

In the case where employees or guests have terminated without checking out through the HR Center or supervisor, the following steps are to be taken.

- a. The HR Center contacts the supervisor to enter/approve time in LETS (employees only) so that final paycheck can be generated.
- b. The HR Center sends via Federal Express or certified mail the Exit packet instructions (Attachment 5), Exit packet (designated as Attachment 6; samples available from Recruitment), the Termination Checklist (designated as Attachment 7; located in a separate Excel file, and the Notice to Absent Employees / Guest (Attachment 8). The supervisor is responsible for the collection or reassignment of

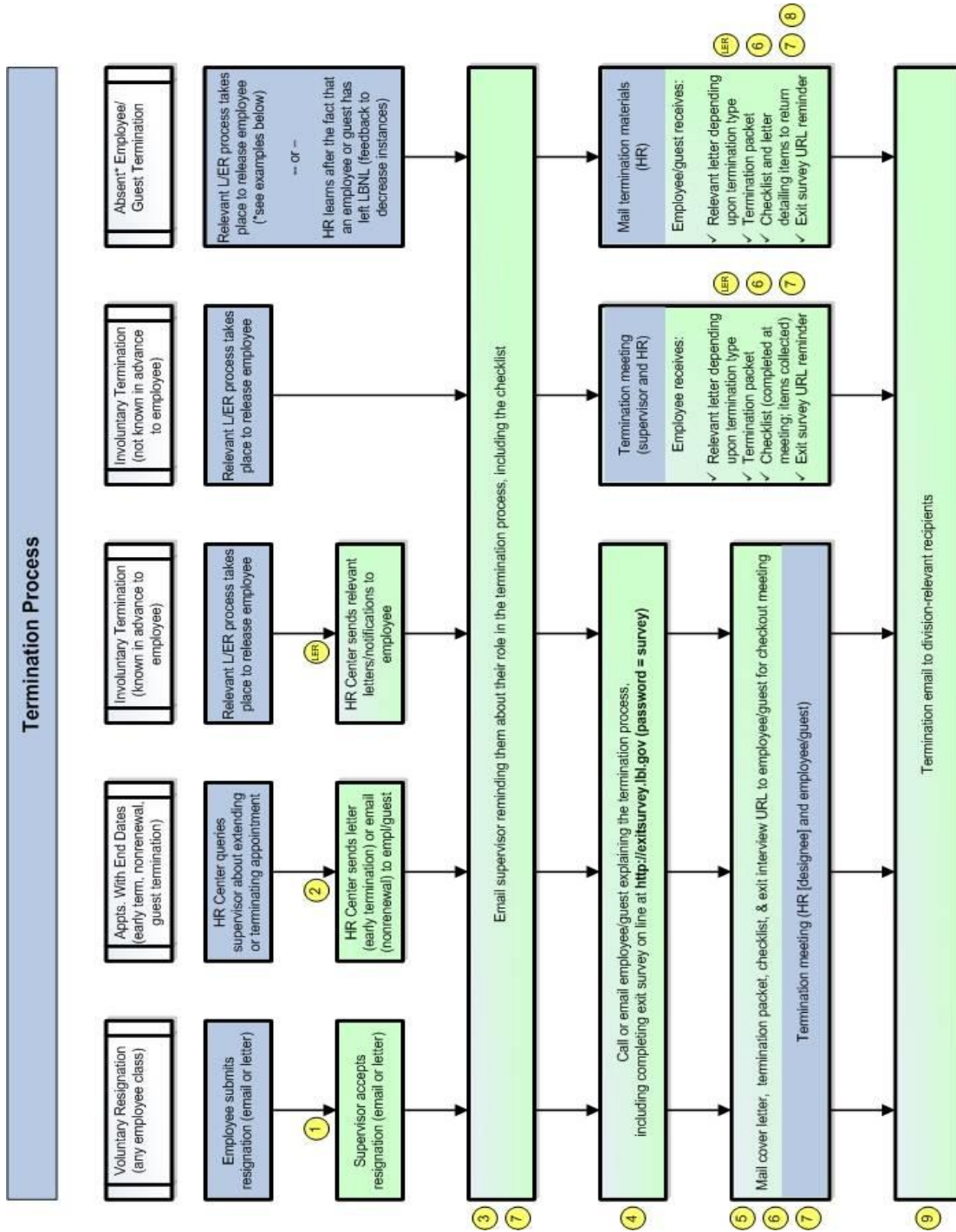
Lab property. An optional Check Out Process Sheet (Attachment 10) is available to either the HR Center or the Supervisor to document the steps in the termination process.

- c. For deceased employees, the supervisor must complete the Termination Checklist (Attachment 7) and return it to the HR Center. The Supervisor is responsible for the collection or reassignment of Lab property. An optional Check Out Process Sheet (Attachment 10) is available to the Supervisor to document the steps in the termination process.
- d. For non-immigrants, the HR Center provides a copy of the Termination Personnel Action Form (PAF) to the International Researchers and Scholars Office (IRSO).

## **VI. Employees Transferring to Guest Status**

When an employee transfers to guest status at the time of termination, the complete exit process must be completed (including collecting proximity card, parking permit, keys, Laboratory property, etc.). The division/department must complete a Participating Guest Information Form to reinstate the former employee as a guest. Once this paperwork has been completed and the guest entered in PeopleSoft as active, the former employee may go to the Badge Office for a new badge and parking permit (if eligible). The supervisor advises guests that U.C. Library cards are only available to employees.

Employees on a nonimmigrant visa should consult with the International Researchers and Scholars Office (IRSO) for the proper visa requirements for converting to Guest status.



\* Examples of "absent" employees terminating include: employees on personal leave who do not return, employees on medical leave who are medically separated without returning, employees/guests who terminate without supervisor notification to HR

# Appendix

## Forms & Supplemental Information

***Suggested Language for  
Termination Acknowledgement Letter***

<Date>

<Name>

<Address>

Dear <name>

This is to acknowledge receipt of your resignation notice, effective <date>.

Your last day in the office is <date>.

A representative from your Human Resources Center (*or I*) will contact you to schedule an Exit Appointment.

Please assist us by completing the online exit questionnaire ( <http://exitsurvey.lbl.gov>) using the password: “survey”. The questionnaire is anonymous and will provide valuable feedback to the Human Resources Department.

-

-----

Supervisor's Signature



cc: < HR Center Manager>

Attachment 2

***Non-Renewal / Early Termination of Term or Limited Appointment***

<Date>

<Name>

<Home Address>

Dear <Name>:

On <date> you began a <full time/part time> <term/limited> appointment as a <working title> <classification> in the <division/department/group>.

***For Non-renewal:*** As you know, your <term/limited> appointment is scheduled to end on <date>

***For Term Appointments:*** Unfortunately, your appointment will be terminated effective <date> due to <state reason...e.g. lack of funding/lack of work>.

***For Limited Appointments:*** This appointment was scheduled to end on <date> or upon reaching 900 hours in a rolling 12-month period. You will reach the hourly limitation on <date>. As a result, your limited appointment will end on that date.

Thank you for the contributions you have made during your appointment at Lawrence Berkeley National Laboratory. We wish you the best in your future endeavors.

If you have any questions, please feel free to contact me. < I / A representative from your HR Center> will be contacting you to schedule an Exit Appointment. Please assist us by completing the online exit questionnaire (<http://exitsurvey.lbl.gov>) using the password: "survey". The questionnaire is anonymous and will provide valuable feedback to the Human Resources Department.

Sincerely,

<Supervisor>

<Group Name>

<Department>

<Division>

cc: <Division Director>  
<Department Head>  
<HR Center Manager>  
Personnel File

***Notification to Supervisor of Termination Process***  
*(may be sent via email)*

<Date>

Dear <Supervisor>,

This is to confirm that <Employee Name> will be terminating on <Date>.

Please be sure that the employee's time is approved in LETS, so that the final paycheck can be generated.

***For Voluntary Terminations and Involuntary Terminations known in advance by Employee:***

<Employee Name> will be sent an Exit Packet which will include a Termination Checklist that must be completed by the employee, and signed by you. I have also scheduled an Exit Appointment on his/her last day.

If you have any questions, please contact me at <extension/phone number>.

Regards,

<HR Representative>

***Notification to Employee of Termination Process***  
*(may be sent via email)*

Dear <Employee>,

This message is to confirm that your termination date will be <insert date>.

Please be sure to enter your time into LETS so that your final paycheck can be generated.

On your last day, you will need to meet with me for your exit interview. I will be sending an exit packet to your mail stop with documents for you to complete prior to our meeting. You may also pick up your final check at that time.

Please assist us by completing the online exit questionnaire (<http://exitsurvey.lbl.gov>) using the password: "survey". The questionnaire is anonymous and will provide valuable feedback to the Human Resources Department.

Please contact me as soon as possible to schedule the exit interview.

If you have any questions, I can be reached at <extension>.

Regards,  
<HR Representative>

## Exit Packet Instructions

Contact <HR Representative Name> at x\_\_\_\_\_ (email@lbl.gov) with questions

Enclosed are the following documents to assist you in the Termination process:

1. Termination Checklist – Please fill out and bring all applicable company property to your Exit Appointment.
2. Medical Termination Questionnaire - Please complete and mail to Medical Services in Bldg. 26
3. Exit Questionnaire – Please complete online at <http://exitsurvey.lbl.gov> using the password: “survey”.
4. COBRA Continuation Election Brochure – for your information
5. COBRA Rate Plan – for your information
6. UCRS Account Distribution Guide – for your information
7. Contact Information Verification Form – Please make any corrections and bring to Exit Appointment.
8. Termination of Employment from Univ. of Calif. Brochure – for your information

A Termination Checklist has also been forwarded to your supervisor. You can work with him/her to complete the lower portion of the Termination Checklist prior to your last day. You should bring the Termination Checklist along with all Lab property including keys, access badge, parking permits to your Exit Appointment.

Please respond by e-mail or by phone to acknowledge the receipt of this communication and to schedule a time for your Exit Appointment if you have not already done so.

Please be sure that your time has been entered and approved in LETS at least three days prior to your last working day, so that your final paycheck can be generated. Your paycheck will be ready for pickup on your official last day (provided you have given more than 72 hours notice). Your check will be made available at your Exit Appointment.

If you have any questions, please contact me at the extension or email listed above.

***Employee Exit Appointment Notice and Exit Packet Instructions***  
( used if sending notice by mail)

<Date>

<Employee Address>

Dear <Employee Name>:

I understand that you will be leaving the laboratory with a last working day of <last working date>.

Enclosed are the following documents to assist you in the Termination process:

Termination Checklist – Please fill out and bring all applicable company property to your Exit Appointment.

Medical Termination Questionnaire - Please complete and mail to Medical Services in Bldg. 26

Exit Questionnaire – Please complete online at <http://exitsurvey.lbl.gov> using the password: “survey”.

COBRA Continuation Election Brochure – for your information

COBRA Rate Plan – for your information

UCRS Account Distribution Guide – for your information

Contact Information Verification Form – Please make any corrections and bring to Exit Appointment.

Termination of Employment from Univ. of Calif. Brochure – for your information

I have also forwarded a Termination Checklist to your supervisor, <Supervisor Name>. You can work with <Supervisor Name> to complete the lower portion of the Termination Checklist prior to your last day. You should bring the Termination Checklist along with all Lab property including keys, access badge, parking permits to your Exit Appointment with <me / Supervisor’s Name>.

I have scheduled your Exit Appointment for <Date> at <Time>, in <Location>. Should you need to reschedule this appointment, please call me at <HR Rep. extension>.

Please be sure that your time has been entered and approved in LETS at least three days prior to your last working day, so that your final paycheck can be generated.

Sincerely,

<HR Representative / Supervisor>

## Exit Packet

Consists of the following forms and information available from HR:

1. Termination Checklist (*Attachment 7 in this document*)
2. Medical Termination Questionnaire (*Available from Benefits*)
3. Exit Questionnaire (*Employee can complete online at <http://exitsurvey.lbl.gov> using the password: "survey"*)
4. COBRA Continuation Election Brochure (*Available from Benefits*)
5. COBRA Rate Plan (*Available from Benefits*)
6. UCRS Account Distribution Guide (*Available from Benefits*)
7. Contact Information Verification Form (*Available from HR Center*)
8. Termination of Employment from Univ. of California (*Available from Benefits*)

# Termination Checklist

Replace this sheet with Attachment 7 (Excel File)

***Notice to Absent Employee / Guest OR Involuntarily Terminated  
Employees without prior knowledge of Termination***

<Date>,

<Name>

<Address 1>

<Address 2>

Subject: Separation Paperwork

Dear <Employee/Guest Name>,

***For Absent Employee / Guest:***

I understand that you have officially left the Laboratory; however, you have not completed the checkout process. To complete your separation, please complete and return the following forms in the enclosed envelope:

***For Involuntarily Termination not known in advance by Employee:***

To complete your separation, please complete and return the following forms in the enclosed envelope:

- Medical Termination Questionnaire – Return to Medical Services in Bldg 26
- Exit Questionnaire – Complete online at <http://exitsurvey.lbl.gov> using the password: “survey”
- Contact Information Verification – Please return to me

***Property***

Our records indicate you have not returned certain Lab property.

***For Absent Employee / Guest:***

Please return these items to LBNL no later than <date>. I have enclosed a pre-paid Federal Express envelope for your convenience to return the following items:

***For Involuntary Terminations NOT known in advance by Employee:***

We are collecting the following items today:

- LBNL ID Badge
- Parking Permit (hanger for automobile rear-view mirror)
- LBL or UC Keys – According to the Lock Shop, you have the following key: <Key No. if applicable>
- Garage Card #<Card Number>



**Page 2**

Larger items still in your possession may be delivered to the Guard Gate at Blackberry Canyon, or shipped to my attention at : Lawrence Berkeley National Laboratory, One Cyclotron Rd., MS <mail stop>, Berkeley, CA 94720

Failure to return Laboratory property may result in the filing of a Police report.

**Optional:** There were also some personal items that you left behind in your desk area. Please contact me to specify how you would like to arrange the return of these items.

**Retirement Contributions (use as applicable)**

If you contributed to the University of California Retirement Plan (UCRP) or the Defined Contribution Plan, review the enclosed UC Account Distribution Guide brochure.

If you have questions regarding withdrawing your contributions or leaving them on deposit, or if you want to check your eligibility for retirement or begin the distribution process for retirement benefits, contact UC Benefits Customer Service at (800) 888-8267.

**Health Insurance (use as applicable)**

You may be eligible to continue your health insurance coverage through COBRA. Enclosed is the COBRA/Continuation of Group Health Coverage rate information for your reference. If you would like to apply for continued health coverage, please contact our Benefits Unit at (510) 486-6403.

**Hiring Bonus/Travel or other advance. (use as applicable)**

You received \$<Debt Amount> on <date of payment> for <purpose of payment/advance>.

**If applicable:** As noted in you Offer Letter dated <date of Offer Letter>, you are required to repay this amount in the event that you terminate within one year of your hire date.

Please contact <Designated person> immediately to make arrangements to repay this amount.

If you should have any further questions, please feel free to call me at <extension/phone number>

Sincerely,

<HR Representative / Supervisor>  
<Title>

cc: <Supervisor>  
<HR Center Manager>  
Personnel File

Enclosures

Medical Termination Questionnaire  
Contact Information Verification Form

***Notice to Lab Departments re Employee Termination***  
*(sent via email)*

<Date>

Subject: <Employee Name> - Termination Date <date>

To: <Division relevant Recipients>

The employee listed above will be leaving <Division> and LBNL. You have been included in this email distribution as a courtesy or because you have a role in processing this termination.

Please close all appropriate accounts on the effective date noted above unless otherwise indicated by the employee's supervisor.

If you have any questions, please contact me at <extension>

Regards,

<HR Representative>

<Title>



**TERMINATION CHECK OUT SHEET**

*(optional form for use by HR and Supervisor to keep track of Termination Process)*

<b>Employee Name:</b>		<b>Division Name:</b>	
<b>Exit Interview Date:</b>	<b>Where:</b>	<b>With:</b>	

***HR Center Exit Checklist***

	Complete? (Y/N)	Not Applicable	
1. Notification of termination received / Original resignation letter and supervisor's acceptance letter?			
2. Schedule exit appointment on last day of employment with HR Center OR with Supervisor, depending on working arrangement with Supervisor.			
3. Verify any outstanding debts (Tuition Advances, Payroll Advances, Hiring Bonuses, etc.)			
4. Remind Manager and property coordinator to run property report on employee, and to request a list of keys assigned to employee from the Lock Shop.			<ul style="list-style-type: none"> <li>▪ Access property database at <a href="http://defiant.lbl.gov/ams/">http://defiant.lbl.gov/ams/</a>.</li> <li>▪ Send email to <a href="mailto:locks-keys@lbl.gov">locks-keys@lbl.gov</a> for key report.</li> </ul>
5. Mail the exit packet to the employee containing all Exit Paperwork to be completed and returned at the Exit Appointment.			
6. Prepare PAF detailing the effective termination date, obtain signatures, fax to Payroll and Benefits. Include on PAF the date of exit appointment and include any special instructions for final paycheck arrangements. Fax to IRSO if non-Immigrant.			<ul style="list-style-type: none"> <li>▪ Payroll Fax x4485</li> <li>▪ Benefits Fax x6009</li> </ul>
7. Send notification via e-mail to all applicable parties (Timekeeper, Supervisor, Administrative Assistant, Administrator, etc.)			
8. Obtain final paycheck from Payroll.			
9. HRIS runs query for Employee Contact Information			

***The following will be completed during the Exit Appointment***

	Complete (Y/N)	Not Applicable	If applicable, what action did you take?
1. Give the final paycheck from Payroll if employee is collecting the check on their last day in office.			Contact Payroll for questions.
2. Complete an Exit Meeting and review the Exit Paperwork with the terminating employee.			
3. Termination Checkout Sheet and Contact Info Verification collected.			
4. Collect Badge and/or Parking Permit from terminating Employee			Mail to Site Access - M/S 65A0101
5. Collect any keys from terminating Employee			Mail to Lock shop - M/S 76R0222
6. Ask terminating employee if online exit questionnaire was completed.			If not, provide URL again ( <a href="http://exitsurvey.lbl.gov">http://exitsurvey.lbl.gov</a> ) accessed through the password: survey.
7. Collect Corporate Credit Card			Cut up and discard. Send e-mail to Corporate Travel that account should be closed.
8. Collect Pro-Card from terminating Employee			Mail to CFO Travel Attn: Purchasing Dept - MS 937-200
9. Solicit final comments from terminating employee.			
10. File all applicable termination paperwork including this Termination Check Out sheet, in the employee file and check Peoplesoft to confirm that employee is terminated and close employee file.			
11. Place personnel file in Inactive files			