

**To initiate the termination/resignation/retirement process:**

1. Obtain a signed letter of resignation/retirement that includes the last date of employment from the employee.
2. For Administrators only: request, review, and approve the final vacation usage report (Limly x4711)
3. Complete a Department Action Form (DAF) for the employee and enter the end date specified on the letter of resignation
4. Give the DAF, the letter of resignation/retirement and the vacation usage report to Asst Dean of Finance & Administration who will review it, sign it and submit it to the Provost's office and Human Resources

*Note: if the employee is being terminated because their temporary assignment has ended, you have to process a DAF and complete the Clearance Form. It is NOT an automatic process.*

5. When HR receives the paperwork, the employee will receive an email similar to this:

**Subject:** Exit Survey Letter and Employee Clearance Form Attached

Dear xxxxx,

The Human Resources Department has received notification of your resignation/retirement. Attached you will find an Employee Clearance Form as well as the Term Post Retirement form for you to fill out and return to our office before your departure. There is also an exit survey to complete. Here is the link: <https://www.surveymonkey.com/s/usdexit>.

Please note if you are a staff employee, you will need to submit your final timecard to payroll two days prior to your last working day, so that we can process your final check.

If you are an administrative employee, please confirm your final vacation balance with your supervisor.

If you are retiring and have questions regarding your retirement account, please contact Bruce Akins at x2719.

Please call Human Resources if you have any questions at ext. 4594.

6. The email will include the Employee Clearance Form <http://www.sandiego.edu/hr/documents/Employee%20Clearance%20Form.pdf> and, if the employee had benefits, a form with information regarding separation.
7. For resignations, you may host a modest gathering in the law school to recognize the employee's contributions and wish them well. (Department funds).
8. For retirements, you may plan an event that reflects the numbers of years the employee has contributed to the university. (Department funds. If none available, speak to the Asst Dean Finance & Administration).