



When Your Employment Ends

Please consult with HR about this process to ensure a smooth transition.

Employee Notice of Resignation

Centenary College of Louisiana understands that many circumstances arise that may necessitate resigning from employment. If an employee decides to resign, which an employee may do at any time for any reason, they should notify their supervisor or department head in writing in advance of the resignation effective date. Executive Staff should give sixty (60) days' notice; Exempt Staff should give thirty (30) days' notice; Non-Exempt Staff should give fourteen (14) days' notice and Faculty members should give as far in advance notice as possible. Staff members who give insufficient notice of termination are not eligible for re-employment.

Employees may not use vacation in any manner to extend their employment ending date. If an employee's decision to resign is based upon a situation that could be corrected, the employee is encouraged to discuss it with a supervisor, a department head, or Human Resources before making a final decision.

Accelerating Notice of Resignation

In appropriate circumstances, the College may accelerate an employee's notice of resignation and make it effective immediately or on any other date. Under these circumstances, an employee will be paid through the last day worked.

The College's Right to Terminate Employment

An employment relationship with administrative/professional staff at the College is on an at-will basis. Therefore, the College has the right to terminate the employment relationship at any time, with or without cause or notice. In situations when Centenary terminates a staff member's



employment, it is in the best interest of the employee and the College to make the termination effective immediately.

Exit Interview

If an employee resigns employment, his or her supervisor, department head, or Human Resources may request that the employee participates in an exit interview. The primary purposes of an exit interview are to review benefit eligibility, to ensure that all necessary documents have been completed, and to provide the employee with an opportunity to discuss job-related experiences. If an employee wishes to initiate an exit interview, the employee should contact Human Resources.

Vacation Leave

If a staff employee resigns or employment is terminated for any reason, the employee will be paid any accrued, unused vacation leave.

Exiting Employees are responsible for completing the following action items:

At the time employment ends, all employees must:

1. Contact the Business Office to pay any outstanding fees.
2. Enter and complete a credit card expense report in Certify – where appropriate.
3. Return your College ID card, classroom/office/building keys, and laptop along with the charging chord if one was issued.
4. Enter your final time and any pending time off into eSelfServe for approval and processing for your final check (if applicable).
5. Update all personal information (including home and mailing addresses, home phone number, home email address, and emergency contact information) in eSelfServe to ensure your W2 is mailed to the correct address.
6. Meet with Human Resources to discuss exiting benefits and return the complete Exit Questionnaire



Supervisor/Manager of an Exiting Employee is responsible for:

- Submitting an HRAF letter in DocuSign well in advance of the employee's last day -attach the employee's resignation letter.
- Scheduling and holding meetings with the employee
 - Discuss handoff of current job functions
 - Discuss any pending/future activities due
- Advising the employee of closeout actions above
- Creating Transition Plan
 - Identify who can and/or will take position role/responsibilities and how long
 - Consider the impact, even if temporary, that this may have on the overall productivity
 - Work with the department head and HR on any proposed position backfill
- Notifying department/team – where appropriate
 - Do not share any privileged information or details behind the employee's decision to leave the college. Simply inform them that the person is no longer employed.
 - Discuss transition plan
- OPTIONAL - Arrange with IT Services:
 - submit a telephone services request to have the employee's telephone number put in the name of the department
 - request that a department voicemail is set up and provide the name of a current employee who will receive the messages

DEPARTMENTAL OFFBOARDING CHECKLIST

“Offboarding” refers to the administrative activities that must be conducted when a staff or faculty member ends his or her employment with the College. This checklist provides the activities that need to be completed when an employee terminates their employment with the college.

Information technology

- Collect the Laptop and any peripheral IT equipment from the employee.
- Respond to “Offboarding” DocuSign
- Notify HR & Payroll of any “Offboarding” non-compliance
- Remove access



- Banner
- Canvas
- Network
- Phone
- Zoom
- LeapFile
- DocuSign
- Unassign all devices – via KACE and AD
- Remove Email from the directory
 - disable their AD (Active Directory) account and place it in the Terminated OU
- Remove any Third-Party System access - any other system access which may be used by the department but not by the whole college.
- Close out any other items not specifically addressed above
- Upon request of department manager: redirect email and/or phone assignment

Department of Public Safety

- Collect keys and badge from the employee.
- Respond to “Offboarding” DocuSign
- Notify HR & Payroll of any “Offboarding” non-compliance
- Terminate access card, meal plan, fitness center access

Accounting

- Review with the employee any outstanding charges and/or fines, or other charges – arrange for repayment where applicable
- Review with the employee any Credit Card expenses to ensure all receipts have been submitted; assist employee where needed to finalize credit card statement
- Collect any assigned Credit card from the employee
- Respond to “Offboarding” DocuSign
- Notify HR & Payroll of any “Offboarding” non-compliance
- Inactivate



- budget profile in Banner
- Credit card in Certify and Origin, where appropriate
- Initiate credit collection proceedings, when/if terminated employee is found to be non-compliant

Payroll

- Upon notification of termination suspend accruals in APS in accordance with payroll timing
- Per receipt of the “Offboarding” DocuSign prepare the termed employees’ final payroll
 - Check with HR to **confirm faculty lump-sum or continued deferred pay**

Marketing & Communication

- Upon notice of “termination” email from HR, schedule the removal of termed employee from the website directory per the employee’s termination date

National – Post Office

- Verify any personal mailbox; redirect mail to the department or sender

***Additional Helpful Links

[Information for Exiting Employees](#)
[Exit Questionnaire](#)