Supervisor Responsibilities:

* Upon receipt of written notification of an employee’s separation from employment/intent to leave, complete the [Employee Separation Form](https://powerforms.docusign.net/eb8b4811-b77f-492b-98db-97e1992f1918?env=na3&acct=6c86146e-eb74-4715-93d9-b5f39e4db265) along with the employee’s resignation letter. In the event that the separation is a result of the employee’s death (whether while actively employed or on leave of absence), the supervisor is to contact the OHR as soon as they are notified.
* Collect University/departmental property from the departing employee, as applicable:
  + Keys (building, classrooms, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment, vehicles)
  + Tools
  + Uniforms
  + ProCard (Contact Procurement Office at least one week prior to last day to set up final review)
  + Telephone Calling Card
  + Office Equipment (e.g., computer/laptop, calculator)
  + Office Supplies
  + Manuals and Books
  + University Books, Supplies, and Materials On Loan
  + Telephone, Cell Phone, Walkie-Talkie, Pager
  + One Card
* Review departing employee’s work assignments and collect any applicable confidential and work-related information and materials.
* Approve the departing employee’s final timesheet. Verify accuracy of the total number of hours actually worked during the employee’s final pay period. The employee must work on the last day of employment; leave cannot be used.
* If applicable, delete any signature templates from computer systems, destroy signature stamps related to the departing employee, and notify appropriate departments of the employee’s termination of signatory authority (e.g., Finance, OHR, Payroll).
* Cancel employee access to financial, academic, administrative, payroll, etc. accounts (for assistance, contact the system administrator directly; examples of systems include PeopleSoft and purchasing).
* Reset telephone voicemail messages and password (for assistance, contact the OTS Help Center at x4-5151 or [helpcenter@towson.edu](mailto:helpcenter@towson.edu)).
* Disable email accounts and have messages forwarded to an active account within the department (for assistance, contact the OTS Help Center at x4-5151 or [helpcenter@towson.edu](mailto:helpcenter@towson.edu)).
* Make a plan to transition the employee’s job responsibilities prior to their last day
* Contact the [Talent Acquisition Specialist](https://www.towson.edu/hr/contact.html) to discuss the timing and specifics of recruitment needs, if applicable.
* Contact your [HR Partner](https://www.towson.edu/hr/current/partners.html) for any additional questions related to employee separations.