

Supervisor Responsibilities:

1. As soon as the employee has submitted written notice of the intent to separate from employment, complete the DocuSign [Employee Separation Form](#). Do not hold the separation form until the last day of employment is near. Timely completion and processing of the Employee Separation Form sends notification to the appropriate University administrators to cancel the employee's access to all pertinent systems and accounts (e.g., PeopleSoft, Stratus Financials, Procurement, etc.)

Upload the appropriate supporting documentation with the Employee Separation Form:

- Voluntary Separation – employee's letter of resignation. Ask the employee if they are transferring to another University System of Maryland institution or State of Maryland agency. If so, ask the employee to include this information in the resignation letter.
- Involuntary Separation - termination notification letter. The supervisor must consult and coordinate with the HR Partner for all involuntary separations.
- Transfers within Towson University – employee's letter of resignation.

If the separation reason is the employee's death, whether active at work or on leave, the supervisor must contact the OHR as soon as they receive notification.

2. Review the employee's work assignments and collect any confidential information and materials.
3. As soon as possible before the last day of employment, develop a plan to transition the employee's job responsibilities, transfer knowledge/information, and conduct any necessary staff training.
4. In conjunction with the OHR, remember to collect University and departmental property from the employee, as applicable. You may also provide a specific inventory list to the HR Partner if needed. These items may include:
 - Keys (e.g., building, classrooms, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment, vehicles)
 - Tools
 - Uniforms
 - ProCard (Contact the Procurement Office at least one week before the last day of employment to schedule a final review.)
 - Office equipment (e.g., computer/laptop, tablet, printer)
 - Office Supplies
 - Manuals and books
 - University books, supplies, and materials on loan
 - Telephone, cell phone, and/or walkie-talkie
 - University OneCard and University name badges
5. Reset the telephone password and change the voicemail messages on the employee's phone. For assistance, contact the OTS Help Center at x4-5151 or helpcenter@towson.edu.
6. Disable email accounts and forward messages to an active account within the department, which will receive/route messages on an interim basis. Request access to computer drives titled with the employee's NetID. For assistance, contact the OTS Help Center at x4-5151 or helpcenter@towson.edu.
7. Contact the OHR Recruitment unit to discuss specific recruitment needs, if applicable.
8. Approve the employee's final [timesheet](#). Verify the accuracy of the total number of hours worked during the employee's final pay period. Leave should not be used during the final pay period. If extenuating circumstances necessitate leave use, consult with the HR Partner for guidance.
9. Contact your [HR Partner](#) for additional questions related to employee separations.