



University Offboarding SOP

SOP 08.30.02

Effective Date: February 20, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The University's Offboarding procedure outlines required actions for employees and supervisors to perform when employment is terminated from Brown. The goal of this procedure is to create a respectful, timely separation from the University. This procedure will be followed to process all terminations at Brown.

2.0 SOP

Advance notice is expected for all terminations at Brown. Advance notice requirements vary based upon the termination reason. The termination date will reflect advance notice requirements according to the University's termination policies. To find advance notice information for terminations due to resignations, please refer to the Voluntary Termination policy. To find advance notice requirements for terminations due to a position elimination or layoff, please refer to the Position Elimination, Layoff, and Severance Pay policy. To find advance notice requirements for all other terminations, please refer to the Involuntary Termination policy.

- As soon as the termination date ("Termination Date") is known, the employee and supervisor will meet to complete the Offboarding Transition Plan. The department's Human Resources (HR) Coordinator will initiate the termination process in Workday.
- After the Offboarding Transition Plan is completed, the department's HR Coordinator will upload the Plan into Workday no later than seven calendar days following the offboarding plan meeting. The Plan will be uploaded to the employee's human resources file in Workday by the department. If necessary, the Senior Director of Employee and Labor Relations or designee in University Human Resources (UHR) will coordinate next steps to complete this procedure with the department.
- The Offboarding Transition Plan will be completed by adding dates that items will be returned, such as those listed below, by the employee and receipt to be acknowledged in Workday as part of the termination process:
 - Termination Date
 - Last day of work
 - The pay through date
 - Return of the employee's ID, keys, parking permit, or parking access card(s)
 - Return of Brown's files or other property
 - Removal of the employee's personal items
 - Cancellation of purchasing card(s)
 - Return of mobile device(s) issued by Brown (i.e., laptop, mobile phone, etc.)
 - Removal of work data from the employee's personal mobile device(s)
- In some situations, an Offboarding Transition Plan may not always include advance notice to the employee to return property. In these situations, the department must consult with UHR before the Plan is approved.

- A copy of the Offboarding Transition Plan may be provided to the employee upon request from UHR.
- UHR will provide updates as needed to the employee throughout the offboarding process.
- The resignation or termination letter will be added to the employee's human resources file by the department according to the termination process in Workday.

3.0 Definitions

For the purpose of this SOP, the terms below have the following definitions:

Last Day of Work: The employee's last physical day at work.

Offboarding Transition Plan: Outlines steps to be followed by the employee, department, and University offices to ensure that a successful offboarding process is in place for the employee and Brown.

Pay Through Date: This date will determine the employee's final pay. This date must be entered into Workday and will be the same as the Termination Date in Workday. This date will be different from the Termination Date when pay is issued in lieu of notice for involuntary terminations or severance if not being paid upon prior approval is provided by both University HR and the Office of General Counsel.

Retroactive Termination: Retroactive terminations ("retro terminations") are terminations that are initiated after the Termination Date specified within the termination process in Workday and when this date occurs after the current pay period for the terminating employee.

Termination Date in Workday: The employee's termination date. This date must reflect required advance notice to the employee for involuntary terminations, and advance notice given by an employee for voluntary terminations. It is expected that this date would be entered into Workday on the date of termination. This date cannot be entered into Workday any later than the end of the pay period of the Termination Date. Retroactive terminations will not be supported. This date initiates the termination process in Workday and will also determine the removal of access to Workday data and processes. Any accrued but unused vacation pay owed to an employee as of their Termination Date will be issued in the employee's final pay.

4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

- **Employee:** The employee will be responsible for informing the supervisor of all Brown-issued property that has been issued to the employee. The employee and supervisor will determine the dates to return property and remove the employee's personal items from the work location. The employee will inform the supervisor of a need to retain access to the University's data or other information and other matters in support of a successful offboarding process.
- **Supervisor:** The supervisor will meet with the employee to complete the Offboarding Transition Plan and submit it to UHR. The supervisor will ensure that the completed Plan is uploaded to

Workday as soon as possible but no later than seven calendar days following the offboarding plan meeting.

- Computing & Information Services (CIS): CIS will receive the employee's Termination Date to end access and additional dates to expect mobile devices issued by Brown from the department.
- HR Coordinator: The HR Coordinator at the department will initiate the termination process in Workday and receive property issued to the employee by Brown. The HR Coordinator will upload the completed Offboarding Transition Plan to Workday and the resignation or termination letter in Workday.
- University Human Resources (UHR): UHR will review the Offboarding Transition Plan in Workday and inform other University offices as needed to complete the offboarding process. UHR will be involved throughout each step of the offboarding process in situations where the Plan does not provide advance notice to the employee.
- University Payroll office: The University's Payroll office may provide consultation to the department regarding the pay date or amount of final pay, accrued but unused vacation pay (if applicable), or other funds owed to the employee.
- Brown Card/Parking/Transportation Services: The Brown Card/Parking/Transportation Services office will receive date(s) that Brown-issued property will be returned by the department in accordance to the Offboarding Transition Plan.
- Workday Program @ Brown: The Workday Program team will update system access within Workday in accordance with the Termination Date once the process is initiated and approved in Workday.

5.0 Related Information

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

5.1 Related University Policies:

- Voluntary Termination Policy
- Involuntary Termination Policy
- Position Elimination, Layoff, and Severance Pay Policy

5.2 Related SOPs: N/A

5.3 Related Forms: N/A

5.4 Frequently Asked Questions (FAQs):

- **I have an employee who has separated employment from the University. What steps do I need to take now?**

The employee's supervisor will complete the offboarding Plan with the separating employee. Once the Plan is completed, the department's HR Coordinator will upload the Plan to Workday to submit it to UHR. The HR Coordinator will enter into Workday the employee's Last Day at Work, which is the employee's last physical day at work, and the Termination Date into Workday. Once the HR Coordinator initiates the termination process in Workday, UHR will enter the employee's Pay Through Date, which is the last day for the employee to receive final pay, into Workday.

- **What procedural steps must be performed when an employee's position has been eliminated?**

Using an example, an employee's position has been eliminated as of September 1, 2019. The employee has been employed for eleven years with the University and was informed of the position elimination on August 2, 2019. In accordance to the University's Position Elimination, Layoff, and Severance Pay policy, the employee will be eligible to receive severance pay, and a meeting with the employee and supervisor will occur to complete the offboarding Plan. The HR Coordinator will upload the completed Plan into Workday and initiate the termination process. The HR Coordinator will add the employee's Last Day of Work in accordance to the offboarding Plan. The HR Coordinator will then add the Termination Date in Workday (September 1, 2019.) Because the employee is eligible for severance pay, UHR will enter the Pay Through Date into Workday to reflect severance pay owed to the employee. The supervisor will use the offboarding Plan to guide actions to be taken and items to be returned so the employee is successfully offboarded from the University.

5.5 Other Related Information:

- **Workday Termination Reason Codes and Notice Period Requirement:**

Termination reason codes where a notice period is not required:

Education

Retirement

Military Enlistment

Did Not Return from Leave

Resigned within Probation

Exception to policy

Relocation

Personal

End student employment (UHR use only)

Career Opportunity

Graduated Student (UHR use only)

Withdrew from Student Status (UHR use only)

Convert to Academic Affiliate

Non-Compliance with I-9

Probationary period

Death

Non-Compliance with Rules/Policies

End of Seasonal Position

Termination reason codes where a notice period is required:

NRA Status Expired

Mutual Agreement

Unsatisfactory Job Performance

Resignation in Lieu of Termination

Resignation

Retirement

Layoff

Severance (UHR Use Only)

6.0 SOP Owner and Contact

6.1 SOP Owner: Vice President for Human Resources

6.2 SOP Approved by: Vice President for Human Resources

6.3 Subject Matter Contact: Senior Director of Employee and Labor Relations,
University Human Resources

- Email: laborandemployeerelations@brown.edu
- Telephone: 401-863-6033

7.0 SOP History

7.1 SOP Effective Date: February 20, 2020

7.2 SOP Last Reviewed: N/A

7.3 SOP Update/Review Summary: N/A