0410.00 Separation/Termination Processing

When an employee separates from the University, either voluntarily or involuntarily, specific steps need to be taken to ensure the proper termination of payroll. The separation must be timely entered into MaineStreet to ensure an accurate final paycheck and to avoid overpayment.

The employee's employing department is responsible for ensuring that the employee follows the separation/termination process by completing the Separation/Termination Checklist obtained by Human Resources. The completed checklist must be obtained from the employee by the department on or before the employee’s final day of work.

If Payroll is notified timely, the departing employee will receive their final paycheck on their last regular on-cycle pay cycle including appropriate payment of annual leave and/or compensatory time.

The Employee Benefits Center will process COBRA continuation rights with third-party vendor, if applicable.

**Important**

An employee's termination date should be the last date the employee actually worked (or approved leave of absence) rather than a projected date which includes vacation days. The employee will be paid for time worked up to the last day of work, and pay for all accrued, unused vacation will be included in final paycheck in accordance with applicable union contract or handbook. Requests for exceptions may be approved only by the President or designee where institutional circumstances support exceptional treatment.