

Employee Procedures

I am leaving my job at the university - what should I do?

To prepare for departure, employees should:

1. Return all university-owned property to your supervisor as early as possible prior to your last day of work.
2. Submit all leave or time.
3. Pay off any travel advances and/or other outstanding balances online in Self Service or at the Cashier's Window.
4. Contact Payroll Services to ensure your mailing address is up to date.
5. Payroll Services will not release your last paycheck until Items 1, 2, and 3 are completed.
6. Contact Human Resources for any questions regarding continuation of benefits through COBRA.

When will my benefits end?

Human Resources will begin processing the termination of benefits once the offboarding notification is received.

Your benefits will end on the last day of the month in which your employment ends.

Will I receive a vacation payout?

Payroll Services will calculate the vacation payout for eligible employees who have accrued annual leave. This payout cannot exceed 240 hours or the balance in the employee's annual leave account, whichever is less. The check will be issued within 30 days of completing the checkout process.

More questions about offboarding? Review the [operating procedure](#) or contact:

? A-State Human Resources / Payroll

? 870-972-3454

? hr@astate.edu or payroll@astate.edu

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