

University Of Missouri
PAF Termination Processing Guidelines
February, 2006

Terminations and resignations are to be processed and timely entered into the HR/Payroll/Benefits database to avoid overpayments and/or continuation of benefit enrollments beyond the eligibility date. Timely processing of paperwork results in an employee database that accurately represents the employment status of active and inactive employees for reporting purposes. It is the responsibility of the HR/Payroll office to notify their campus departments of the necessity to timely process termination paperwork.

Benefit-Eligible Termination and Retirement

A termination or retirement for a benefit-eligible employee should be processed by the close of business on the day the payroll is confirmed in the month of termination or retirement. Typically, the payroll is confirmed within 5 days of the end of the month. See the payroll calendar for specific dates.

Termination for a benefit-eligible employee who is on an approved leave of absence and who did not return to work at the end of the approved leave period should be processed the earlier of: the date notice is received from the employee that he/she does not intend to return to work; or the date it is determined the employee did not return to work. The effective date of the termination cannot be later than the ending date of the approved leave of absence.

Non Benefit - Eligible Termination

Termination for a non-benefit-eligible employee who is paid *monthly* should be processed by the close of business on the day the payroll is confirmed in the month of termination. Typically, the payroll is confirmed within 5 days of the end of the month. See the payroll calendar for specific dates.

A non-benefit eligible employee who is paid *monthly* should be placed on leave of absence (LOA/SWB) if there will be a break in his/her employment with the University and it is expected they will return to work within a year of the end of his/her last work assignment. If the employee does not return to work, a termination should be processed the earlier of: the date notice is received from the employee that he/she does not intend to return to work; or the date it is determined the employee did not return to work.

Termination for a non-benefit eligible employee who is paid *hourly* should be processed the earlier of: the date notice is received from the employee that he/she does not intend to return to work; or the date it is determined the employee did not return to work. The period of time the employee remains in active status and does not receive pay should not exceed one year.