



Supervisor Checklist for Faculty/Staff Separation

This checklist outlines employment exit procedures for regular, part-time, and temporary faculty and staff whose employment ends at MGA due to resignation, termination, retirement, or death. If you have any questions, please contact Human Resources at 478.471.2010 or humanresources@mga.edu.

Supervisor or departmental responsibilities

Go to [OneUSG](#) > Manager Self Service and enter employee's termination date/retirement date

[Instructions](#) are in the OneUSG Employee Knowledgebase (use your single sign on to access)

Enter the _____ as (1) calendar day after the employee is **no longer employed** at the institution.

Attach any resignation letter to the _____ section at the bottom of the final page before you Submit.

Review and approve final timesheet and/or absence requests in OneUSG Connect.

If applicable, ensure all travel has been submitted by the employee in the Travel & Expense module and approve.

N

Collect and confirm all MGA and department issued property has been returned to the appropriate departments, e.g., keys, laptop, mobile device, desk keys, name badge, MGA ID card, P-card, etc.

WUse the following link [Employee Clearance Form](#) to initiate the clearance checklist.
