



Middle Georgia State University

Employee Separation Checklist

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

Employee responsibilities

- Provide written notice of resignation or intent to retire to supervisor. For a notice of resignation, a minimum notice of ten (10) working days is requested. The supervisor may designate an earlier final date of employment.
- Complete and submit your final timesheet and/or absence requests in OneUSG Connect.
- If applicable, submit all travel in the Travel & Expense module.
- Return all MGA and department issued property to the appropriate departments, e.g., office keys, laptop, mobile device, desk keys, name badge, MGA ID card, P-Card, etc.
- Settle any outstanding debts to include parking fines, library fines, etc.
- Work with your supervisor to forward any emails needed for departmental operations to the appropriate individual(s) and set up an automatic email reply stating you are no longer employed with MGA.
- Unsubscribe from any departmental and professional listservs.
- Log into OneUSG Connect to confirm or change your mailing and personal email address.

If you are retiring:

- Contact Human Resources to schedule a meeting to discuss retirement and next steps.
- If you are a member of Teachers Retirement System of Georgia (TRS), or Employees Retirement System of Georgia (ERS), schedule an appointment with TRS or ERS to discuss eligibility to retire, benefit amount at retirement, and other pertinent information.

If you are transferring to another USG institution (external transfer):

In the event of an external transfer, accumulated sick leave, retirement benefits, and service continuity will be transferred if the break in service does not exceed thirty (30) calendar days. When the external transfer occurs with no break in service, an employee must transfer accrued vacation leave up to twenty (20) days. If accrued vacation leave is greater than twenty (20) days, you may elect one of the following options:

- Transfer the total accrued vacation balance, not to exceed forty-five (45) days or 360 hours; or
- Receive payment of accrued vacation leave greater than twenty (20) days. The total accrued vacation leave for which an employee may be paid shall not exceed twenty-five (25) days or 200 hours.