

## Separation Checklist for Personnel Representatives

Use this checklist when an employee terminates employment to ensure the termination process has been finalized.

- ☐ Email the Office of Human Resources (OHR), Transactions Unit ([Vicki.Robinson@dnr.ga.gov](mailto:Vicki.Robinson@dnr.ga.gov) or [Bettye.Doster@dnr.ga.gov](mailto:Bettye.Doster@dnr.ga.gov)) immediately of ALL terminations of full-time employees. Note: Although it is not critical that OHR be immediately notified of terminations for hourly employees, one must complete all of the tasks listed below.
- ☐ Follow up by completing a Personnel/Position Action Request (PAR) and include attachments (letter of resignation/termination, retirement refund application, last timesheet for part-time employees Final Clearance Form and DOL 800 - separation notice.) For both full and part-time employees it is important to note that immediately upon notification of a termination/resignation the PAR should be routed within the division according to division procedure. This is to ensure that the PAR is appropriately authorized and that it is received in OHR in a timely manner.
- ☐ Ensure that an accurate termination code reflecting the reason for the termination is used on the PAR. Discuss the termination reason with employee to ensure accuracy. Review and attach associated resignations, memos or paperwork and use the attached Termination Code Table to reflect the reason for termination in Section 2 of the PAR.
- ☐ Ensure the employee has received and is aware of the information contained in the Separation Information sheet.
- ☐ Enter all leave taken and verify that leave balances in PeopleSoft are accurate no more than two days after termination. Notify OHR (Transactions unit) via email ([Vicki.Robinson@dnr.ga.gov](mailto:Vicki.Robinson@dnr.ga.gov) or [Bettye.Doster@dnr.ga.gov](mailto:Bettye.Doster@dnr.ga.gov)) when leave entry has been updated.
- ☐ Ensure the employee is aware that they may request a refund of contributions from the applicable retirement plan.
  - If requesting a refund, Full-time employees must complete an Application for Refund of Contributions – ERS or Application for Refund of Contributions – GSEPS.
  - If requesting a refund, Part-time employees have two options. They may complete a hardcopy Georgia Defined Contribution Plan Refund Application and send it to OHR with their separation paperwork or they may go on-line and log in to their on-line account at [secure.ers.ga.gov/](http://secure.ers.ga.gov/) or [www.ers.ga.gov](http://www.ers.ga.gov) and request a refund directly from the Employees Retirement System.

**Note:** If a paper application is completed Personnel Representatives should verify with the employee that the address on the application is current. Forward the refund application to OHR.
- ☐ Employees who are full time voluntary separations must complete the electronic DNR Exit Questionnaire. The link to the DNR Exit Questionnaire can be found on the DNR Intranet on the HR page in the Separation section at <http://dnrnet.dnr.state.ga.us/separations> or by visiting <http://www1.gadnr.org/dnr/exit/employee>.
- ☐ Notify Managers to complete the Final Property Clearance Form to ensure that the employee has returned all State issued property. Forward the form to the OHR.
- ☐ Complete the Separation Notice (DOL-800) form. Give the original to the employee, fax a copy to Corporate Cost Control at (603) 719-1026 and include a copy with the separation paperwork sent to OHR.
- ☐ Complete the Additional Information Form for Unemployment Purposes and fax it to Corporate Cost Control at (603) 719-1026.
- ☐ Determine if the separated employee has access to PeopleSoft. If the employee has access to PeopleSoft HCM (Human Resources), email the Agency PeopleSoft Security Administrator for HR at [Christine.Yawn@dnr.ga.gov](mailto:Christine.Yawn@dnr.ga.gov) immediately. If the employee has access to PeopleSoft FN (Financials), email the Agency PeopleSoft Security Administrator for FN at [Rhonda.Henslee@dnr.ga.gov](mailto:Rhonda.Henslee@dnr.ga.gov) immediately. Provide the Employee ID number and the employee's name and request that the PeopleSoft access for the separated employee be deleted.
- ☐ To cut off access to department computer systems (Office 365 access, etc.) immediately (if necessary), your AOC or AOM should contact the Division person who is responsible for placing GETS (*Order Now!*) orders. The list of Personnel who can place orders is located on the DNR Intranet on the Technology Services homepage.
- ☐ To cut off access to Outlook e-mail, complete the Email Account Removal Request located at <http://dnrnet.dnr.state.ga.us/it/emailForms> and submit by clicking the Submit button on the document.
- ☐ To cut off access to agency information via GoToMyPC immediately (if necessary). Contact [Rhonda.Henslee@dnr.ga.gov](mailto:Rhonda.Henslee@dnr.ga.gov)
- ☐ Deactivate fuel PIN number (Contact the Agency Fleet Coordinator) [Jenifer.Polk@dnr.ga.gov](mailto:Jenifer.Polk@dnr.ga.gov)

*If you have any questions please contact the Office of Human Resources, (Transactions Unit) at (404) 656-7560.*

**6/2017**

### Termination Code Table

Indicate the correct termination code in Section 2 of the Personnel Action Request Form using the list below.

Note: A complete list of Action/Reason Codes is available at <http://dnrnet.dnr.state.ga.us/par>

Action Code	Reason Code	Description of Action/Reason Code
<b>Voluntary</b>		
TER	CER	<b>Change Employment Record:</b> Employment Record Number is directly related to benefits eligibility status. When benefits eligibility changes, (for example when the employee is moving from a non-salaried position to a salaried position) the employee must be terminated from the current Employment Record Number and "hired" (Hire, Rehire, or Add Employment Record) onto a different Employment Record Number. This code is ONLY used when there is NO break in service.
TER	CHI	<b>Child/House Care:</b> An employee has voluntarily resigned for personal reasons in order to care for a dependent child or children or to provide repairs/maintenance/security to a residence.
TER	EES	<b>Dissatisfied with fellow employees:</b> A voluntary resignation resulting from dissatisfaction with co-workers or an inability or unwillingness to conform to workgroup norms or expectations.
TER	FAM	<b>Family Reasons:</b> A voluntary resignation resulting from a family necessity such as a need to provide care and/or support to parents, spouses, or children.
TER	HEA	<b>Health Reasons:</b> A voluntary resignation due to personal health reasons which results in an employee being unable or unwilling to continue employment in any capacity.
TER	HRS	<b>Dissatisfied with Hours:</b> A voluntary resignation due to dissatisfaction with scheduled hours (or shift) of the duty assignment which results in an employee being unable or unwilling to continue employment.
TER	ILL	<b>Illness in Family:</b> A voluntary resignation due to illness or disability in an employee's family which results in the employee being unable or unwilling to continue employment.
TER	LOC	<b>Dissatisfied with Location:</b> A voluntary resignation due to dissatisfaction with the location of a duty assignment which results in an employee being unable or unwilling to continue employment.
TER	LVE	<b>Failure to Return from Leave:</b> Any employee who fails to return to duty at the expiration of a leave of absence (paid or unpaid) may be deemed to have voluntarily resigned from employment.
TER	MAR	<b>Marriage:</b> A voluntary resignation due to a recent marriage which results in an employee being unable or unwilling to continue employment.
TER	MUT	<b>Mutual Consent:</b> A voluntary resignation which occurs as a result of recognition by, or an agreement between, an employee and an employer that discontinuing employment is in the best interests of both parties.
TER	PAY	<b>Dissatisfied with Pay:</b> A voluntary resignation due to dissatisfaction with current and/or potential compensation which results in an employee being unable or unwilling to continue employment.
TER	PER	<b>Personal Reasons:</b> A voluntary resignation due to personal reasons which results in an employee being unable or unwilling to continue employment.
TER	PLE	<b>Paid Leave Exhausted:</b> At the expiration of all available paid leave, an employee is unable or unwilling to return to duty and the employer determines that approval of an unpaid leave of absence is not appropriate or has not been requested by the employee. The action is considered to be a voluntary separation.
TER	POL	<b>Dissatisfied with Agency Policies:</b> A voluntary resignation due to dissatisfaction with an agency policy, or policies, which results in an employee being unwilling to continue employment
TER	PRE	<b>Presumptive Resignation:</b> A Classified employee who has been absent without approval for five (5) consecutive work days may be considered to have voluntarily resigned from employment. An Unclassified employee who has been absent without approval for three (3) consecutive work days may be considered to have voluntarily resigned from employment.
TER	PRM	<b>Dissatisfied with Promotion Opportunities:</b> A voluntary resignation due to dissatisfaction with opportunities for promotion or career development which results in the employee being unwilling to continue employment.
TER	PSE	<b>Private Sector Employment:</b> A voluntary resignation due to accepting employment in the private sector.
TER	REF	<b>Refused Transfer:</b> A voluntary resignation due to an employee refusing or declining transfer to a different position or job location which results in the employee being unwilling or unable to continue employment.
TER	REL	<b>Relocation:</b> A voluntary resignation due to an employee refusing or declining transfer to a different geographic location which results in the employee being unwilling or unable to continue employment.
TER	RES	<b>Resignation:</b> A voluntary separation due to an employee being unable or unwilling to continue employment. This code is used to reflect a generic representation of any termination for such reason. Other Reason Codes provide a means of documenting more specific reasons for the termination.
TER	RHS	<b>Repeal Incorrect Hire Action:</b> This Reason Code is used to terminate any type of Hire, Rehire, or Add Employment Record transaction entered in error. The Effective Date must be the same as the effective date of the hire action.

TER	RTS	<b>Return to School:</b> A voluntary resignation due to enrolling in school which results in an employee being unwilling or unable to continue employment.
TER	SUP	<b>Dissatisfied with Supervision:</b> A voluntary resignation resulting from dissatisfaction with the form, manner, or amount of supervision received from management which results in an employee being unwilling to continue employment.
TER	TRA	<b>Transportation Problems:</b> A voluntary resignation due to personal difficulties in securing or maintaining transportation to and from the job which results in the employee being unwilling or unable to continue employment.
TER	TYP	<b>Dissatisfied with the Type of Work:</b> A voluntary resignation due to dissatisfaction with assigned duties and/or responsibilities which results in the employee being unwilling to continue employment.
TER	WOR	<b>Dissatisfied with Work Conditions:</b> A voluntary resignation due to dissatisfaction with working conditions which results in the employee being unwilling or unable to continue employment.
<b>Involuntary</b>		
TER	ATT	<b>Attendance:</b> An employee is terminated for failure to comply with attendance policy. Examples include excessive absenteeism or failure to adhere to policy regarding notification of absence from duty. Use this Reason Code when it is appropriate to be more specific than the generic code of DIS (Dismissal).
TER	DIS	<b>Dismissal:</b> An employee is terminated for reasons directly related to inappropriate employee conduct and/or performance. This code is used to reflect a generic representation of any termination for such reasons. To more specifically record the type of inappropriate conduct or performance, refer to codes ATT, CON, DRG, INS, TAR, or UNS.
TER	CON	<b>Misconduct:</b> Due to misconduct on the job, or misconduct off the job which reflects discredit on the employer, an employee is being dismissed. Use this Reason Code when it is appropriate to be more specific than the generic code of DIS (Dismissal).
TER	DRG	<b>Drug Testing:</b> This code is used to reflect the dismissal of an employee who, as a result of drug testing, was determined to have illegally used a drug(s) and was terminated from employment as a result of such determination. Use this Reason Code when it is appropriate to be more specific than the generic code of DIS (Dismissal).
TER	FOR	<b>Forfeiture of Position:</b> A separation, considered to be a voluntary action on the part of an employee, for failure to maintain a required license or certification; or for engaging in improper political activity (as defined by federal or state law or company policy).
TER	INS	<b>Insubordination:</b> An employee is terminated for insubordination. Insubordination is generally considered to be willful refusal to obey a legitimate directive of a supervising authority, or failure to recognize or accept the authority of a superior. Use this Reason Code when it is appropriate to be more specific than the generic code of DIS (Dismissal).
TER	MIS	<b>Misstatement on Application:</b> A separation, considered to be a voluntary action on the part of an employee, for making a false statement(s) of material fact on an application for employment or other required employability documentation.
TER	NPR	<b>No position Return from Leave:</b> At the expiration of (or during) a period of contingent leave without pay, an employee desires to return to duty but the employer determines that an appropriate vacant position is not available. The action is considered to be a voluntary separation.
TER	RIF	<b>Reduction In Force:</b> The termination of a Classified employee as a result of a reduction-in-force plan properly approved by the Commissioner of the State Personnel Board. An Unclassified employee terminated as a result of budgetary constraint, agency downsizing, or reorg. should be separated using the Reason Code Release (RLS).
TER	RLS	<b>Release:</b> A separation considered to be due to no fault of the employee. This Reason Code should ONLY be used to terminate an Unclassified employee. Examples of such terminations include, but are not limited to: budgetary constraint or reduction, agency downsizing, reorganization, or termination of program.
TER	TAR	<b>Tardiness:</b> An employee is being separated for frequent episodes of failure to report for duty at scheduled times and/or places
TER	TMP	<b>End Temporary Employment:</b> A termination at the discretion of an employing agency that occurs when the period of a time limited appointment has expired. The employee was hired on an emergency, temporary, or time limited basis and generally informed of the anticipated length of employment at the time the job offer was extended.
TER	UNS	<b>Unsatisfactory Performance:</b> An employee is terminated for inability or inefficiency in performing assigned duties and/or responsibilities.
TER	VIO	<b>Violation of Rules:</b> An employee is terminated for knowing and/or willful violation of agency policy.
<b>Retirement</b>		
TER	RTM	<b>Retirement:</b> This Reason Code is used to terminate an employee who is retiring from state service. The code is used only when an employee will immediately begin receiving benefits from a state operated pension system.
<b>Other</b>		
TER	DEA	<b>Death:</b> When an employee has died while in employment status (Active or Leave of Absence), this code is used to report the death and inactivate the employee's record.