

Employee Notice of Resignation/Transfer

Instructions – This form is used when employees end employment prior to the appointment’s original termination date or for resignation from one SOU position to accept another SOU position. This Employee Notice of Resignation/Transfer form must be completed by the employee and submitted to the department supervisor at the time official resignation is given. Additionally, an [Employee Separation form](#) must be completed and submitted to Human Resource Services prior to the employee’s last day physically worked.

EMPLOYEE NAME (Last, First)		EMPLOYEE ID 940-	
CLASSIFICATION TITLE	WORKING TITLE		DEPARTMENT/DIVISION
LAST DAY PHYSICALLY WORKED (m/d/yyyy)	SEPARATION EFFECTIVE DATE (last day in paid status) (m/d/yyyy)		<input type="checkbox"/> FINAL LEAVE RECORD/TIME SHEET ATTACHED
<input type="checkbox"/> UPDATE FINAL MAILING ADDRESS FOR W-2 ON InsideSOU.EDU BANNER SELF-SERVICE		<input type="checkbox"/> IF ENROLLED IN DIRECT DEPOSIT, LAST CHECK SHOULD BE ELECTRONICALLY DEPOSITED <input type="checkbox"/> ISSUED AS A PAPER CHECK	
ARE YOU CURRENTLY AN SOU STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		WILL YOU REMAIN A SOU STUDENT AFTER RESIGNATION/TRANSFER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYEE HAS SIGN-IN ACCESS TO THE FOLLOWING EXTERNAL SYSTEMS/DATABASES

<input type="checkbox"/> None apply	<input type="checkbox"/> Enterprise Rent-A-Car	<input type="checkbox"/> Maxient	<input type="checkbox"/> Amazon
<input type="checkbox"/> US Department of Education	<input type="checkbox"/> Converge	<input type="checkbox"/> BossCars	<input type="checkbox"/> SAIF
<input type="checkbox"/> Department Social Media Account	<input type="checkbox"/> US Bank	<input type="checkbox"/> HigherOne	<input type="checkbox"/> CICS
<input type="checkbox"/> National Student Clearinghouse	<input type="checkbox"/> EDX / ORP	<input type="checkbox"/> Collection Agencies	<input type="checkbox"/> Cognos
<input type="checkbox"/> Government Drawdown (G5, ASAP)	<input type="checkbox"/> CashNet	<input type="checkbox"/> Degree Works	<input type="checkbox"/> Other _____
<input type="checkbox"/> Staples/OfficeMax/Office Depot	<input type="checkbox"/> Oregon State Treasury	<input type="checkbox"/> Virtual Merchant	<input type="checkbox"/> Other _____

REASON FOR RESIGNATION <input type="checkbox"/> Retirement (Effective date: _____) <input type="checkbox"/> New position provides professional advancement <input type="checkbox"/> New position provides better salary <input type="checkbox"/> New position has better working conditions <input type="checkbox"/> Dissatisfied with SOU (policies/administration) <input type="checkbox"/> Dissatisfied with SOU promotional opportunities <input type="checkbox"/> Personal reasons <input type="checkbox"/> Other _____	TRANSFER WITHIN SOU <input type="checkbox"/> Accepted another position at SOU <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;"><i>Position and Department</i></div> <input type="checkbox"/> If applicable, Keys/Fobs returned to FMP <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;"><i>FMP Representative Signature/Date</i></div> <input type="checkbox"/> If applicable, mobile devices returned to IT Coordinator <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;"><i>IT Coordinator Signature/Date</i></div>	OPTIONAL ELECTIONS <input type="checkbox"/> In-Person Exit Interview with Human Resource Services <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width:50%;">Date Available</th> <th style="width:50%;">Time Available</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <input type="checkbox"/> Electronic/Virtual Feedback about SOU Experience. Personal Email Address: _____ <input type="checkbox"/> Elect to opt out of an exit interview	Date Available	Time Available				
Date Available	Time Available							

FOR TRANSFERRING EMPLOYEES ONLY - IT INFORMATION – TO BE COMPLETED BY MANAGER OR DEAN

FACULTY EMERITI ONLY - Unless otherwise indicated, Faculty Emeriti will retain their network/email account indefinitely. If the faculty emeriti wishes to have the account deleted, indicate date for deletion: _____

ALL OTHER ACCOUNTS - Accounts are *disabled* at the end of the last day physically worked and *deleted* seven (7) days after departure date unless otherwise indicated. In no case will departing employees retain access to Banner.

If the account needs to be retained beyond the seven-day period, please indicate date for deletion: _____
 Reason: _____

ACCESS TO DEPARTED EMPLOYEE’S ACCOUNTS AND FILES - Due to critical business continuity, I authorize access as follows and understand access will be revoked in 30 days unless otherwise specified:

Name of employee(s) who should be granted access to departing employee’s personal drive: _____

Date when access should be revoked: _____

Name of employee who should be granted ownership of departing employee’s Google Drive/Docs: _____

Other, please explain below: _____

REQUIRED SIGNATURES		
EMPLOYEE NAME (PRINT)	SIGNATURE	DATE (m/d/yyyy)

Begin reviewing IT INFORMATION Section on the EMPLOYEE SEPARATION FORM. Contact IT with questions.

SUPERVISOR/DEPARTMENT HEAD (PRINT)	TITLE	SIGNATURE	DATE (m/d/yyyy)
DIRECTOR ACKNOWLEDGEMENT (PRINT)	TITLE	SIGNATURE	DATE (m/d/yyyy)
VICE PRESIDENT/PROVOST (PRINT)	TITLE	SIGNATURE	DATE (m/d/yyyy)

FOR INTERNAL USE ONLY – Completed form is submitted to HR. HR electronically forwards information to area functions below for independent processing.

HUMAN RESOURCES					BUDGET			INFORMATION TECHNOLOGY- it-notices@sou.edu				
FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIAL	FUNCTION	DATE	INITIAL	ITEM	INFO	DATE	INITIAL
HR Mass Email Heads-up			Copy to Benefits			NBAPBUD			TICKET #			
Transfer email to term access			Copy to Payroll			NBAPOSN			DATE RECIEVED			
PEAEAMPL			Copy to SC Pay.			POSN #			ACCOUNT NUMBER			
			Copy to BUS SVS/Prov Budg.			PAYROLL			BANNER ACCT			
						Leave Balance			BANNER NAME			
			Copy to IT			NBAJOBS			NETWORK ACCT			