

Terminating an employee

*When a department is anticipating the involuntary termination of any type of employee, HR should be notified at 351-2718 before any official action is taken.

* Upon termination of an employee we are required by law to pay the person for all hours due within six business hours.

*Please notify HR of all final hours for the employee so that Payroll can expedite the completion of the final check within the required time frame.

*A termination/retirement form can be found at <http://www.unco.edu/hr/Forms/HRS%20Forms/TerminationRetirement.pdf> . This should be completed and sent to HR, along with a non-scheduled payroll check request form <http://www.unco.edu/payroll/Non%20Scheduled%20Payroll%20Check%20Request.pdf> and a photocopy of the person's timesheet.

*There is no charge to prepare the check for an involuntary termination. There is also a student action form that should be completed and sent to student employment when a student employee is terminated to let them know to terminate the job record.

*The check will then be available in the Payroll office to be picked up since we are unable to have a manual check direct deposited into the bank. Please help us comply with Colorado State labor regulations.