



Employee Training and Development Series

The Office of Human Resources would like to inform you of the training opportunities available for next week. All trainings will be held in the Office of Human Resources, located in the BTC/SunTrust Building.

Registration for trainings is easy!

Call HR at 594-7145, or email hr@cnu.edu.

TRAINING SEMINAR SCHEDULE

For June 13 through June 17

- **Wednesday, June 15: *529 Savings for College** 12 p.m. - 1 p.m.
This program contains detailed information about all four College Savings Programs available to state employees: VPEP, VEST, CollegeWealth and College America. Whether you have questions about an existing account or you are thinking about setting up a college savings plan for the first time, this program is for you. The training will be presented by Lori Bennett, program representative.

Opportunity to Offer Training Suggestions

Did you have an opportunity to attend one of our training seminars during the semester? Do you have any suggestions to help us improve? We appreciate feedback.

We are in the process of scheduling employee trainings and developing our brochure for July 1, 2011, through December 31, 2011. If you would like to suggest new or repeat classes, offer process improvements, etc., please email your suggestions to hr@cnu.edu by Friday, June 17, 2011. Supervisors, please share this newsletter with employees who do not have readily available access to email.



Employees, Supervisors — Have you heard about the new online process for separating from the University? No more walking around the clearance form!

Here's the process in a nutshell...

- The employee's resignation letter needs to be sent to the Office of Human Resources as soon as possible.
- The supervisor enters the employee's name and last day of employment (based on the resignation letter) into CNU's online Employee Resource System (ERS). This electronic system is now used to notify designated university resource providers that an employee is leaving and that "resources" are to be collected (or access to certain systems and accounts removed) on or before the last day of employment. The link



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- to this system can be found on the CNU Connect start page in the upper blue box next to the CNU Directory link. There is a brief tutorial on the first page titled *Supervisor Training for Separating Employees* that explains the purpose of the system and step by step instructions on how to use it. There is also a university policy titled [Employee Separation Clearance Policy](#) that explains more fully the process. Supervisors must review this tutorial and policy before using the system for the first time. If you need assistance entering employee information into the system or cannot locate an employee record, please call Ali Gustafson at 4-8869, and she will assist you in the process.
- Before the employee leaves, the supervisor is responsible for collecting resources from the employee, including all physical items that belong to the University such as keys, CNU ID card, credit card, laptop, cell phone, uniforms, etc. that were issued during the time of employment. Those collected items need to be returned to the appropriate departments such as keys to Plant Operations (Ivette Sabater) and ID card to the Captains Card Office (Tracey Leota), credit card to purchasing, laptop to the department, cell phone to ITS (Cora Hite), uniform to the department, etc. Any outstanding debts to the University must be paid to the appropriate department such as parking ticket fines to Parking (resource providers will notify you if any debts exist for the employee). Also, passwords and codes need to be retrieved. At the end of the last day of employment, ITS will delete the employee's email account and computer access.
- It is also imperative to make sure that the employee's last time sheet has been submitted to the supervisor and approved before the last day of work, as once ITS removes computer access, the web time sheet can no longer be accessed by the supervisor.
- Employees may want to call Human Resources to set up an exit interview with our benefits representative. This is not required but highly encouraged as there might be payroll deductions that need to be stopped, deadlines for continual health care coverage, important leave payout information if applicable, etc. The employee will also receive a separation packet in the mail providing this information.
- When the employee's resignation letter has been received by Human Resources and the supervisor is ready to fill the vacant position, please call HR, and we assist you with the hiring process. Please note: If the employee has already separated from the University, the supervisor must have completed the separation process through the employee resource system to recruit.

We hope this information gives you a better understanding about the separation process. If you have other questions about the process, please call us.

