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To: HR Newsletter Distribution
Subject: UAMS Changes Policy for Departing Employees Effective Feb 1, 2016

UAMS Changes Policy for Departing Employees Effective February 1, 2016

The Office of Human Resources is asking employees leaving UAMS to notify Human Resources in addition to their direct supervisor of their intent to leave UAMS and resign their current position.

The change will ensure all departure-related processes will be handled in a timely manner for the employee. Employees will be asked to include the intended last day of work and reason for leaving in the notification.

UAMS Employee have a duty to give early notice of their resignation, including the effective date of the resignation. Resignation must be processed on a timely manner. Normal notification is a two (2) week notice before the last day worked.

PROCEDURES

Official Ways of Notifications from the employees to OHR

There are three ways that an employee can notify the Office of Human Resources.

- ESS - Complete an online form in Employee Self Service. The form is located in the Career & Job Section listed as "I Am Resigning from UAMS". Click on "I Am Resigning from UAMS" and it will require the last day of work and the reason for leaving. Complete these two fields and Click on "Save Changes". Completing the form will officially notify OHR and the employee's direct supervisor. If they change their mind before the final employment date – they can return to this page and select "Delete This Notice".
- Hand delivered written statement – The employee can deliver a written statement to the Office of Human Resources, Employee Services. OHR Employee Services is located on the 4th floor of the Central Building, D Wing. OHR will process the employee's request in ESS for them.
- Email AskHR@uams.edu – They can email the written statement to the Office of Human Resources. OHR will process the employee's request in ESS for them.

Upon submission of the ESS Leaving Form by the employee or by OHR, an email notification will be sent to the employee's manager informing them of the submission and additional activities that must be completed, which includes the completion of the

- HR Leaving UAMS Action in ESS - this will Terminate them and remove any access to UAMS systems
- Employee Separation Notification Clearance Process once process an email will be sent to the employee acknowledging the acceptance of the resignation.

If the employee fails to notify OHR, it is still the responsibilities of the direct supervisor to ensure that the HR Actions, Employee is Leaving UAMS, and the Employee Separation Notification Clearance Process is completed in a timely manner and by their last day of work.

Additional Changes to HR Action, Employee is Leaving UAMS.

The ESS HR Action, Employee is Leaving UAMS, as of February 1, 2016 will no longer accept retro or past dates. You will only be allowed **to enter or approve current or future dates**. OHR will review all notification dates from the employee and the HR Action to ensure the most recent received date by OHR is listed as the Employee Last Day Worked. The OHR received date is defined as the date notified by the leaving employee via ESS or the HR Action that is received only during normal business hours, whichever is earliest.

For those that Approves the HR Actions, you will get an error message if the effective date is a prior date. Please change the date to today and click on “Save” prior to clicking on “Save and Send”.

We will be sending information to all employees however we do encourage you to share these changes with your staff.

If you have any questions – please contact employee services at 686-5650.

Thanks,
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