

STANDARD ADMINISTRATIVE PROCEDURE

33.99.01.M0.04 Employee Payroll Action Form Processing Upon Employee Resignation or Termination

Approved April 1, 2015

Next scheduled review: April 1, 2020

Standard Administrative Procedure Statement

These procedures will be used by departmental Human Resource liaisons in processing timely Employee Payroll Action (EPA) forms upon resignation or termination of an employee. It is important to process EPAs in a timely manner to ensure departments initiate action in the prompt removal of university resources, including but not limited to access to travel cards and procurement cards. Additionally it is important for the separating employee to be provided appropriate information on benefits once they separate from employment with the university.

Official Procedure/ Responsibilities/ Process

1 General

- 1.1 It is the Department Head/designee's responsibility to promptly notify the department and/or Human Resource liaison of a faculty or staff member's termination or resignation.
- 1.2 It is the department and/or Human Resource liaison's responsibility to promptly remove faculty or staff members from departmental payroll upon their termination or resignation.
- 1.3 The department and/or Human Resource liaison must submit an EPA through normal procedures and routing to remove the employee from the department's payroll no later than the second business day following the date the employee vacates the position.
- 1.4 The university will monitor the timely submission of EPAs monthly and failure to submit the EPA in a timely manner will result in notification of the applicable Division or College's administrative personnel and possible disciplinary action.

Related Statutes, Policies, or Requirements

[University SAP 33.99.99.M0.01 Official Personnel File](#)

Contact Office

For information or clarification on this procedure as it relates to the EPA, contact Payroll Services at (979) 845-2711 or by email at payroll@tamu.edu.