PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: P 9.0
Procedure Title: College Employee Exit
Relevant Board/SACSCOC Policy: [D.10.2 Separation from Employment](#)
                                         [D.10.2.4 Resignation from Alamo Colleges Employment](#)
Originating Unit: Vice President College Services
Maintenance Unit: Vice President of College Services

I.   Purpose: To outline steps to be followed when an employee resigns, is terminated, or retires from a position within the College.

II. Procedure statement:
      The purpose of this procedure is to clearly state the steps necessary to complete the exit process in an expeditious and efficient manner.

A. The following steps must be followed upon voluntary resignation or retirement:

1. The employee will submit a letter of resignation that includes the last day of employment.

2. Prior to releasing the employee's final check, the Department Manager should advise, retrieve, cancel or secure the following items:
    a. Staff or faculty identification card and name badge
    b. Office and/or desk keys
    c. P-Card (Credit Card)
    d. Laptop (to include docking stations, external drives, and other accessories), Radio and/or Cell Phone, any other applicable equipment
        i. If items are not returned Department Manager must contact the Budget Office to notify Human Resources to commence the Asset Recover Process.
    e. Notify the Information Technology Services Department using the Footprints system to remove access to computers and other systems.

3. Submit a Banner Finance Access Request through ACES to remove employee account access by following the steps below:
    a. Go to: https://aces.alamo.edu/
    b. Go to the "Employee" tab
    c. Scroll down to the "Employee Resources" section
    d. Click on the "Banner Finance Access Request" link
    e. Select the "Banner User Security/Access Requests" button
    f. Input the employee's Banner Username
    g. Select "Remove Access to Employee" from the "Action Request" field

4. An Employee Personnel Action Form (EPAF) is to be completed by the Department Manager and routed according to the EPAF Procedure along with a copy of the letter of resignation.

5. The following steps are included on the Out-Processing Checklist and must be completed upon voluntary resignation prior to the last day of employment with the college:
   a. Notification to Ozuna Library for clearance of items checked out
   b. Notification to the Information Technology Services Department for clearance on items issued, any checked out equipment, and to ensure proper services suspension.
   c. Notification to College Bursar for clearance of any holds on record
   d. Notification to College Department of Public Safety for clearance of any citations

6. All notifications to departments listed above must be documented on the checklist attached and approved by the employee's supervisor.

7. Finally, the approved checklist must be submitted to the College Facilitator prior to the last day of employment with the college.

B. Second component of Procedure Statement
   1. The Department Manager must contact the Director of Information Technology Services to request removal of all user accounts and services access.

   2. If the Department Manager deems necessary, the Department Manager should advise the Department of Public Safety and a security officer should be present as the employee gathers personal belongings. The security officer should escort the employee off of Alamo Colleges property.

   3. If the above is not possible because the employee is not present, the appropriate process should be determined for removal of the employee's contents from office or workspace.

   4. Prior to releasing the employee's final check, the Department Manager should advise, retrieve, cancel or secure the following items if possible:
      a. Staff or faculty identification card and name badge
      b. Office and/or desk keys
      c. P-Card (Credit Card)
      d. Laptop (to include docking stations, external drives, and other accessories), Radio and/or Cell Phone, any other applicable equipment
         i. If items are not returned Department Manager must contact the Budget Office to notify Human Resources to commence the Asset Recover Process.

5. An Electronic Personnel Action Form (EPAF) is to be completed by the Department Manager and routed through the appropriate approvals with a copy of a written statement of explanation for the termination.

6. Submit a Banner Finance Access Request through ACES to remove employee account access by following the steps below:
    a. Go to: https://aces.alamo.edu/
    b. Go to the "Employee" tab
    c. Scroll down to the "Employee Resources" section
    d. Click on the "Banner Finance Access Request" link
    e. Select the "Banner User Security/Access Requests" button
    f. Input the employee's Banner Username
    g. Select "Remove Access to Employee" from the "Action Request" field

7. The following steps are included on the Out-Processing Checklist and must be completed upon involuntary resignation and prior to the last day of employment with the college:
    a. Notification to Ozuna Library for clearance of items checked out
    b. Notification to the Information Technology Services Department for clearance on items issued, any checked out equipment, and to ensure proper services suspension.
    c. Notification to College Bursar for clearance of any holds on record
    d. Notification to College Department of Public Safety for clearance of any citations

8. All notifications to departments listed above must be documented and submitted to the Department Manager prior to the last day of employment with the college.

Attachments: College Services Out Processing Checklist

Date Created: May 24, 2016

Date Updated/ Approved: September 1, 2020

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