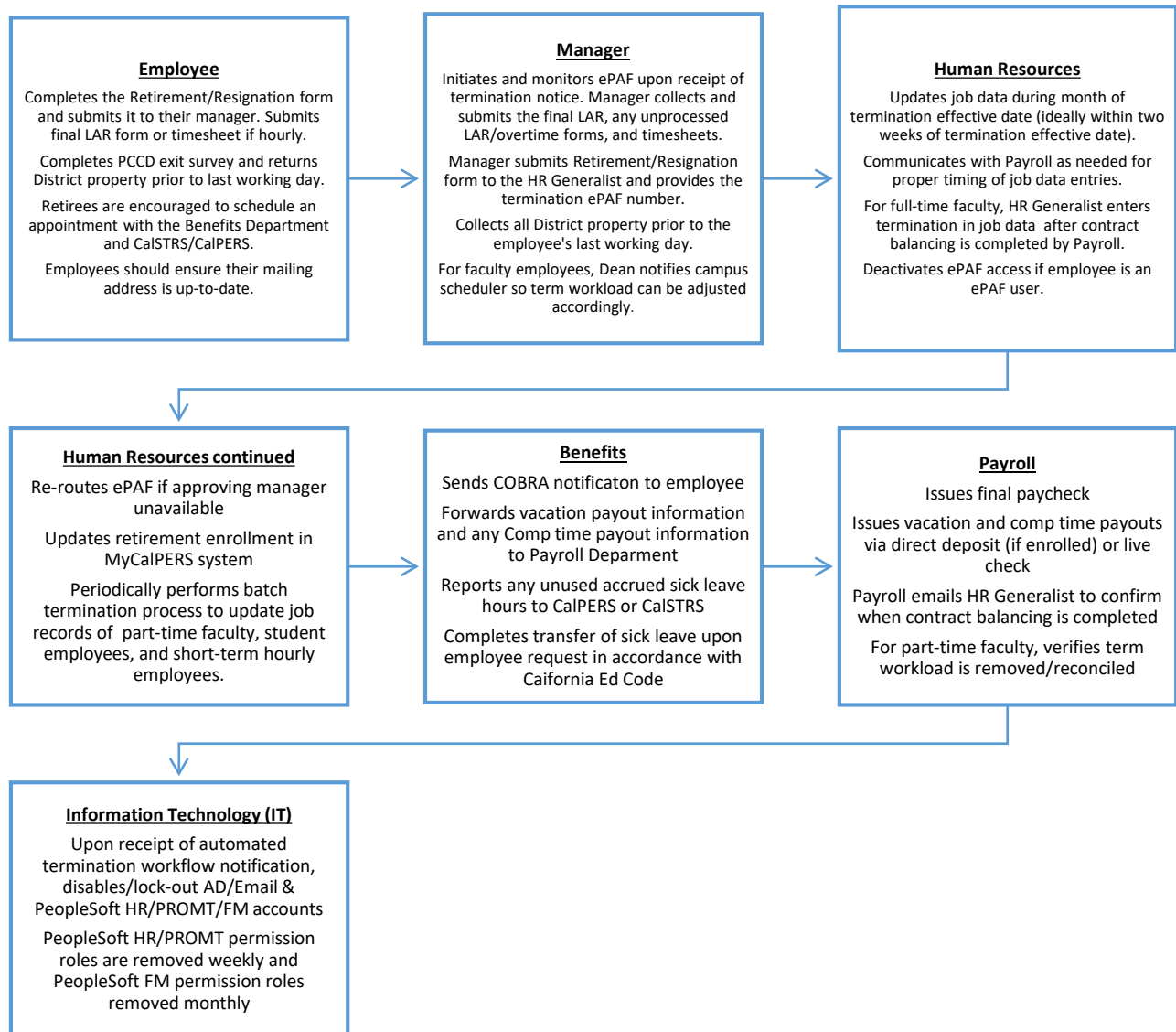




Employee Termination Process Guide

Please carefully review the chart and guide to learn the process steps for employee separations.

Below is a chart of the full process for employee separations and a list of frequently asked questions.





Employee Termination Process Guide

Frequently Asked Questions

Where can I find forms and information about retirement and resignation?

The Retirement/Resignation form is located on the Resignation & Retirement page on the District Human Resources website.

<https://web.peralta.edu/hr/resignation-retirement/>

Do separated or retired employees maintain access to their Peralta email account?

Access to Peralta email is disabled upon employee separation or retirement. Extended access to Peralta email after an employee's separation requires approval from the Vice Chancellor of Human Resources and Employee Relations. Employees requesting extended access to their Peralta email account must complete the PCCD Email Access Extension Request Form and submit it to the Vice Chancellor of Human Resources and Employee Relations. Extensions are temporary and subject to approval.

<https://web.peralta.edu/hr/files/2020/09/PCCD-Email-Access-Extension-Request-Form.pdf>

Are termination ePAFs required for short-term hourly employees?

The department should initiate a termination ePAF for a short-term employee **if** their assignment ends prior to the assignment end date on their ePAF. This is required for unemployment insurances purposes. If the assignment ends on the date specified on the ePAF, a termination ePAF is not required.

Is a termination ePAF required for an employee who transfers to a different location or who is hired into a different position within the District?

Termination ePAFs are not required for employees who transfer, promote, or who are hired into another District position. Termination ePAFs are only required for employees who separate from the District.

Do employees receive their final paycheck on their last day of employment?

Final paychecks are issued on either the 15th pay date or the end of the month pay date of the termination month.

Do separated employees have access to view their paychecks and W2s after their separation date?

Student employees maintain access to self-service for sixty days after their termination date. All other employees should print or download their paycheck stubs and W-2s prior to termination.