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EMPLOYEE SERVICES

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Termination for Cause

To effectively process Termination for Cause, there must be coordination among the department supervisor/department administrator/appointing authority, the campus human resources office, the department Business Partner and Employee Services.

Supervisor/Department Administrator/Appointing Authority Responsibilities

1. **Involve your campus' Human Resource office.**

Departments must work with their campus HR offices and/or legal counsel whenever an employee must be terminated for cause. Consider all legal and personnel issues before taking any action. The department/supervising authority must ensure all human resources requirements are met.

2. **Notify your department's Business Partner.**

The appropriate department supervising authority must notify the department's Business Partner whenever a termination for cause action is being taken. Notification should occur in advance whenever possible to give the Business Partner and Employee Services sufficient time to process the final payment.

3. **Provide your Business Partner final pay information.**

The department supervising authority must provide the Business Partner with current and accurate information on final pay due the employee. Use department or campus checkout forms to ensure all issues related to termination have been accounted for. The final check should include all of the following as they apply: regular salary through the last day worked; payment for any remaining vacation balance; sick payout only if eligible (see note); overtime pay; shift differential; any additional outstanding pay items. Reductions in pay that are still outstanding should also be mentioned, such as VDK, SDK, DK1, and DK2.

Note: Sick payout of 25 percent of remaining balance (up to maximum limit) will only apply if an employee's eligibility for retirement is confirmed and documented.

4. **Provide your Business Partner the last date of employment.**

The department supervising authority must provide the Business Partner with a confirmed final date of employment. This is needed to begin the termination payment process and correctly enter the action into the Human Resources Management System

(HRMS).

5. Notify the employee of the termination decision.

After working with Human Resources, notify the employee of the termination decision and the method by which he/she will receive final pay.

Department Business Partner Responsibilities

1. Confirm the correct last date of employment has been provided.

2. Confirm all outstanding pay items.

Enter the termination action into the HRMS as soon as possible, provided it does not create confidentiality issues. The effective date will be the day after the final day worked, or on paid leave.

For example, an employee who worked through 3/12/14 will have an effective date of 3/13/14 for the Termination for Cause action in the HRMS.

If the termination action cannot be entered, or final pay processed (e.g., the HRMS is unavailable), contact an Employee Services payroll counselor.

3. Provide Employee Services advance notice of the pending termination.

Contact an Employee Services Payroll Counselor to alert Payroll of the Term for Cause, discuss timing issues and arrange for distribution of the termination check. If you cannot provide advance notice, notify Employee Services as soon as possible.

4. Be aware of the payroll deadline, and process any pull/cancelation requests using the normal pull/cancel process.

Termination actions processed after the payroll deadline will require a pull/cancel of the employee's regular pay so a replacement hand-drawn check with the correct information can be provided in its place to prevent overpayment.

1. Prepare and submit to Employee Services a HandDrawn Warrant Request Form [1].

Indicate reason No. 3, Involuntary Separation. To avoid delaying payment, the form must be correct and complete, referencing all final pay items due. Please also check the "Involuntary Separation" box at top of Hand-Drawn Warrant Request Form.

Employee Services Responsibilities

1. Assist each department with any issues and questions.

2. Process any requested pull/cancelation related to the termination.

3. Process all termination hand-drawn requests in a timely manner, provided all information is complete and the HRMS is available for use.

Time Frame for Final Pay With Termination For Cause

Employees who are terminated for cause and working in Colorado are entitled to receive their

final payment no later than twenty four hours after the start of the Payroll Departments next regularly scheduled workday. For employees who live and work in other states, those state regulations must be reviewed to determine proper final payment rules for terminations. Meeting this requirement involves effective and timely coordination, and sufficient advance notice to Employee Services.

Processing may be delayed if HRMS is not available.

For more information, see the [Separation of Employment \(Termination\)](#) [2] guide.

Attachments:

Video:

Images:

Groups audience:

Employee Services

Source URL: <http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-8>

Links:

[1]

http://www.cu.edu/sites/default/files/policies/docs/Handdrawn_Warrant_Request%20rev_13.08.23%20%20Node%20

[2] <http://www.cu.edu/employee-services/separation-employment-termination>