Summary: Timely Submission of notice to Human Resources of an employee who is leaving the organization is vital to ensure that all privileges, such as building and computer access, are discontinued in a timely way. Similar in importance is the approval of payroll each cycle to ensure accuracy in payment. This policy is designed to ensure accountability for completing as accurate payroll payment as possible.

1. Communication Parameters for Employees Leaving the Organization
   a. Voluntary Separations (Resignations): It is expected that all voluntary employee separations from employment are communicated by the manager to Human Resources within two (2) business days of knowledge of such event, using the site approved process. Human Resources will then ensure that the separation date is entered into the appropriate system within two (2) business days. Such action will result in a message to other individuals or systems about the impending separation of the employee.
   b. Involuntary Terminations: It is expected that all employees who are terminated without notice (typically referred to as involuntary terminations) will have their computer access discontinued by the close of business on the day of notice. An immediate communication of this event to Human Resources is required.

2. Payroll Approval
   All electronic time cards are expected to be approved by the established corporate payroll deadline. A timekeeper or manager should not change an employees swiped time, but should note any adjustments needed to ensure the employee is paid accurately in the ADP E-time system.

3. Performance Expectations Accountability
   As timely submission of employee separations is vital to the safety of our patients and can potentially result in unauthorized access to confidential and critical data. Unapproved or modified electronic time records may delay accurate and timely processing of pay.
   Any leader with three (3) occurrences of incomplete or untimely work and/or changes to actual employee swipes within a rolling six-month timeframe will be subject to a Performance Improvement Plan, which will include performance expectations and further disciplinary action if improvements are not consistent with expectations.