



Employee Separation

Supervisor Tasks

- As soon as possible after receiving an employee resignation, prepare and submit the PAF/EPAF. Attach the resignation letter, email or include explanation on the PAF/EPAF.
- Schedule a date/time to retrieve all NMSU property from the separating employee.
- Ensure the employee completes the final timesheet or leave report. Failure to do this by the separation date could result in a delay of final pay (and payment of accrued annual leave if applicable).
- Encourage the employee to complete an exit interview with the Office of People Relations (opr@nmsu.edu) or via a survey. (<https://www.surveymonkey.com/r/NMSU23EXIT>)



Utilize the [Employee Separation Checklist](#) for a complete list of actions to be taken.