

# ➤ ConnectionPoint resource: separation and offboarding

## ➤ Separation and offboarding services

Faculty and staff can use ConnectionPoint for assistance with terminating their employment or retiring from the university when in the following employee groups: ASPA, CUPE 1975, CUPE 3287, exempt, senior administration and USFA.

## ➤ How to request assistance

The easiest and most efficient way to request support is through the **“separation and offboarding services”** electronic form in the ConnectionPoint PAWS channel (under “admin services” and select “new request”). Complete one e-form per employee request and be prepared to provide as much of the following information as possible:

- Title your request - make it meaningful to you to help track your request, especially if you have multiple requests
- Name of the employee who is leaving the university
- NSID of the employee
- Name of the supervisor/manager
- Last day the employee will work
- If the request is for a retirement:
  - you will be prompted to provide the date the retirement starts
  - include a retirement letter (as an attachment)
- If the request is not for a retirement:
  - provide reason for leaving the university (options include: cancelled job, elimination of position, employer initiated, end of term, resignation, other)
  - include a resignation letter (as an attachment)

Once the e-form is received with the required information, ConnectionPoint will process the **electronic job submission (EJS)** and confirm information for the employee’s final paycheque. ConnectionPoint will initiate the following offboarding activities:

- Notify pension office if employee has pension
- Send exit letter to employee for employee initiated separations, including benefit conversion options
- Notify applicable areas to remove or change system access
- Co-ordinate the closure of professional development fund
- Email manager with a reminder to collect university property and submit system access removal for department specific systems

## ➤ How to contact ConnectionPoint

 PAWS.USASK.CA (UNDER “ADMIN SERVICES”)

 ARTS BUILDING, ROOM 258

 CONNECTIONPOINT@USASK.CA

 306-966-2000 | 1-844-697-4865

## ➤ Tips to ensure efficient service

- Sending an email to [ConnectionPoint@usask.ca](mailto:ConnectionPoint@usask.ca) creates a new request. To ensure all information stays with your unique request, **please reply to the original email string** or submit additional information and ask questions in the PAWS channel within your request.
- Provide **as much notice as possible** to allow for offboarding activities to be completed and to ensure accurate and timely final pay. Utilizing offboarding services can help to provide a consistent experience for employees leaving the university.
- **Use the comments section** in the electronic form to provide information specific to your college, school or unit that has not been captured that will help us help you.
- **The more information you provide, the quicker we can complete your request!**

For more information, visit

[connectionpoint.usask.ca](https://connectionpoint.usask.ca)