



University Human Resources
Inter-Office Correspondence

Changing Employment Classifications after Leaving the University

Employees who leave the University for voluntary reasons may have the option to continue working for the University in another capacity after leaving. Common examples include faculty moving into an employee consultant position, staff continuing in or moving into a part-time lecturer position and staff starting in an employee consultant or temporary employee position.

If you are voluntarily leaving the University and plan to transition to a temporary role on campus within 30 days of termination, please notify your appropriate Human Resources office in writing.

When transitioning from a full time faculty or staff role to any type of temporary employee role, please note that it is likely a transactional gap in your employment may occur. During the gap, access to systems may be restricted and/or unavailable. **Furthermore, you should expect a delay in pay when transitioning from one employment classification to another after leaving the University.**

Examples of systems that may be restricted and/or unavailable:

- EMU Email, My.Emich, Banner and Canvas
- Permit access parking on campus
- Employee ID access to buildings before/after business hours
- Rec/IM

For questions regarding transitions into a temporary role after leaving the University, please contact:
University Human Resources: 734-487-3430/hr_employment@emich.edu