



SPA Separation Notice

This Separation Notice must be completed and signed by supervisor and submitted to the Office of Human Resource Services (HRS) for all permanent staff (SPA) and all non-student temporary employees who are terminating employment with the University.

The Separation Notice can be submitted electronically when requesting to post the position in AppState Jobs.

EMPLOYEE INFORMATION	
Employee Name:	Banner ID #:
Department:	Last Day Worked:
Appointment Type: <input type="checkbox"/> Permanent SPA <input type="checkbox"/> Probationary SPA <input type="checkbox"/> Non-Student Temporary	
Employee's Forwarding Address:	
REASON FOR SEPARATION (Please Check One)	
Voluntary	Involuntary
<input type="checkbox"/> Did not report to work upon hire	<input type="checkbox"/> Temporary appointment ended/not renewed
<input type="checkbox"/> Retirement	<input type="checkbox"/> Released during probationary period
<input type="checkbox"/> Resignation – Personal Reasons	<input type="checkbox"/> Reduction-in-Force
<input type="checkbox"/> Resignation – Moving away from area	<input type="checkbox"/> Dismissed due to personal misconduct
<input type="checkbox"/> Transferred to EPA position	<input type="checkbox"/> Dismissed due to poor job performance
<input type="checkbox"/> Transferred to another State agency	<input type="checkbox"/> Employee Deceased
Comments:	
SEPARATION CHECKLIST	
Supervisor's Responsibilities: (Complete if terminating employee is permanent)	
<input type="checkbox"/>	Submit Employee's Resignation Letter to HRS/Employment
<input type="checkbox"/>	Instruct employee to ensure HRS has current contact information
<input type="checkbox"/>	Furnish employee with the Exit Survey Form or instruct employee to complete this form online and print found on the HRS website. Employee completes and submits directly to HRS/Employee Relations
<input type="checkbox"/>	Collect all University-owned property (i.e. Keys, pagers, ID badges, telephone cards, cellular phones, laptops, parking permit, library property, etc)
<input type="checkbox"/>	Remove employee's name from authorized signature lists (if applicable)
<input type="checkbox"/>	Submit <u>copy</u> of timesheet after last day worked to HRS/Benefits; submit original to Payroll
HRS Responsibilities: (HRS will complete)	
<input type="checkbox"/>	Computer Access canceled
<input type="checkbox"/>	AppState Jobs user account inactivated

Supervisor's Signature: _____ **Date:** _____

If Separation Notice is attached in AppState Jobs, the electronic signature is acceptable.