

Office of Human Resources

APPALACHIAN STATE UNIVERSITY

EHRA Non Faculty / SHRA Employee Separation Checklist for Supervisors

For all permanent staff (EHRA & SHRA) leaving the university, a separation notice must be completed through PeopleAdmin. Paper forms will no longer be accepted.

- When an employee separates from the university, even if you do not intend to repost the position, a separation action in PeopleAdmin must still be completed.
- For instructions on how to complete a separation in PeopleAdmin, please click [HERE](#).
- For Non-Student Temporary Separations, please click [here](#).

Supervisor's Responsibilities: (Complete if terminating employee is permanent)
Begin Separation Action in PeopleAdmin (either Separate and Post or Separate Only).
Receive resignation letter from employee and upload into PeopleAdmin in appropriate section.
Enter Employee's forwarding address into PeopleAdmin in appropriate section. Failure to update employee's forwarding address may result in a delay of the employee receiving their W-2 form.
Instruct Employee to complete online timesheet on their last day. Failure to submit an electronic timesheet by the deadline will result in the Supervisor having to request a manual check and will delay payment to the employee.
Collect all University-owned property (i.e. keys, cell phones, laptops, uniform, P-Card, etc.).
Remove any Banner access for this employee
Remove employee's name from authorized signature lists (if applicable)
Provide employee with Separation Checklist (Page 2 - below)

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Separation Checklist for Employees (EHRA Non-Faculty and SHRA)

Employee's Responsibilities:

Submit resignation letter to Supervisor

Contact HR Benefits to review changes to your benefits, including termination of applicable benefits.

Keep your address up to date. Failure to update your forwarding address may result in a delay of receiving your W-2 or 1095C form in January.

Complete your online time sheet on your last day. Failure to submit an electronic time sheet on or before your last day will result in a manual check request and will delay your payment.

Discuss the status of your work assignments and any pertinent information with your supervisor

Return all University-owned property (i.e. keys, cell phones, laptops, uniform, P-Card, etc.).

Remove all personal items from office or workspace

Update phone message, website contacts, etc.

We encourage you to complete our Employee Exit Survey which can be found at

- [EHRA Non-Faculty Exit Survey](#)
- [SHRA Exit Survey](#)