1. Log into PeopleAdmin

2. Change User Group to Hiring Manager (top right corner)

3. Choose the Position Management module on the upper left side of the screen

4. Under Position Descriptions, choose the appropriate position type (SHRA or EHRA)

5. Choose the Position that you wish to separate the employee from by typing the title or position number into the search box. Then click on the blue classification title or working title.

6. Choose the Separation Notice Action Item

7. Complete each section of the Separation Notice, then under ‘Take Action on Position Action’, choose ‘Submit’