

## Non-Student Temporary Employee-Separation Notice

This Separation Notice must be completed for Non-Student Temporary Employees who are terminating employment with the university.

**For all permanent staff (EHRA & SHRA), a separation notice must be completed through PeopleAdmin. Paper forms will no longer be accepted. Click this link to view the [separation checklist for EHRA Non-Faculty and SHRA Employees](#).**

<b>Supervisor's Responsibilities: (Complete if terminating employee is permanent)</b>
Submit this form along with Employee's Resignation Letter (if available) to HR-Employment.
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.
Instruct employee to ensure HRS has current contact information. Failure to do so could result in the employee not receiving their W-2 form in January.
Collect all University-owned property (i.e. Keys, pagers, telephone cards, cellular phones, laptops, parking permit, etc)
Remove employee's name from authorized signature lists (if applicable)

<b>Employee Information</b>			
Employee Name:		Banner ID #:	
Department:		Supervisor:	
Position #:	Separation Date:		Last Day Worked:
Fund #:	Org #:	Account #:	Program#:
Appointment Type: <input type="checkbox"/> Non-Student Temporary			
Employee's Forwarding Address:			
Reason for Separation:			
Explain Other:			
Supervisor Comments:			

HRS Approval:
---------------