

## Employee Separation/Transfer Procedures

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**Purpose.** The purpose of this procedure is to provide a guideline regarding how separations will be processed for all employee types.

### **1- Student Employee Separations**

There are multiple categories of student employee positions. All student employee positions will have an end date entered in Banner. An automatic email will be sent to the supervisor 14 days prior to the job end date with a link to the [Separation Checklist for Student Employees](#).

#### **a. Regular Student Wage Employees**

- These student wage positions are entered into Banner by Human Resources. Job end dates are entered for each position.
- An automatic email will be sent to the supervisor 14 calendar days prior to the job end date. The email will direct the supervisor to either continue the position via wage continuation EPAF or complete a [Separation Checklist for Student Employees](#).
- The completed *Separation Checklist for Student Employees* will be maintained within the department in accordance with the [Records Retention Schedule GS-103, Series number 100489](#).

#### **b. Graduate Student Employees**

- These student positions are entered into Banner by the College of Graduate Studies and Research. Job end dates are entered for each position.
- An automatic email will be sent to the supervisor 14 calendar days prior to the job end date. The email will direct the supervisor to complete a [Separation Checklist for Student Employees](#).
- The completed *Separation Checklist for Student Employees* will be maintained within the College of Graduate Studies and Research in accordance with the [Records Retention Schedule GS-103, Series number 100489](#).

#### **c. Work Study and Work Scholarship Student Employees**

- These student positions are entered into Banner by the Office of Financial Aid. Job end dates are entered for each position.
- An automatic email will be sent to the supervisor 14 calendar days prior to the job end date. The email will direct the supervisor to complete a [Separation Checklist for Student Employees](#).
- The completed *Separation Checklist for Student Employees* will be maintained within the department in accordance with the [Records Retention Schedule GS-103, Series number 100489](#).

### **2- Temporary Wage Separations**

**a. Temporary Wage Positions**

- These wage positions are entered into Banner by Human Resources. Job end dates are entered for each position.
- An automatic email will be sent to the supervisor 14 calendar days prior to the job end date. The email will direct the supervisor to either continue the employee via wage continuation EPAF or complete a [Separation Checklist](#).
- The completed *Separation Checklist* will be maintained within the department in accordance with the [Records Retention Schedule GS-103, Series number 100489](#).

**3- Full-Time and 1500-hour Wage Separations**

Full-time employees include all salaried Administrative and Professional Faculty, Classified Staff and Teaching and Research Faculty.

**a. Full-Time and 1500-hour Wage Positions**

- These positions are entered into Banner by Human Resources. Job end dates are **not** entered for these positions.
- A separation EPAF **must** be completed prior to an employee's last day of work. It is recommended that a separation EPAF be created once the supervisor has been notified of the employee's resignation/separation (either verbally or in writing, although a written resignation is recommended).
- The separation EPAF must be submitted through the approval queue and approved by Human Resources.
- An automatic email will be sent to the supervisor 14 calendar days prior to the job end date reflected in the EPAF. The email will direct the supervisor to complete a [Separation Checklist](#).
- The completed *Separation Checklist* will be maintained within the department in accordance with the [Records Retention Schedule GS-103, Series number 100489](#).
- Human Resources will contact all full-time separating employees to schedule an exit interview.

**4- Audit of Separation Checklists**

Human Resources (HR) will perform a quarterly audit of both types of Separation Checklists. The audit will be conducted in April, July, October, and January for the preceding three months.

- HR will run a report from Banner of all employee job separations for the quarter and randomly select 30% of the separations for audit.
- An email will be sent to the supervisors of the random sample asking for a completed copy of the Separation Checklist.
- The supervisors will be given two (2) weeks to provide the copy of the checklist to HR.
- Upon completion of the audit by HR, a copy of the random sampling report will be provided to the head of HR with those supervisors not in compliance highlighted.
- The head of HR will notify the Division Head of the non-compliance and require a response back within two (2) weeks with a recommended course of action to prevent further non-compliance.
- Supervisors with repeated non-compliance may be counseled and/or disciplined.