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Employee Separation Form Purpose:

The ***Employee Separation DocRoute Form*** has been developed to ensure more timely termination of employee access to various systems. This form is now available to University General supervisors or their designees for electronic notification to the Computer Services Center of employee and student employee separations.

Supervisors in the University General Division are required to submit an ***Employee Separation DocRoute Form*** within 24 hours of receiving notification of an employee's separation, to also include separation of postdoctoral fellows, student interns/externs, student assistants, work study students, graduate assistants, and graduate doctoral students.

The ***Employee Separation DocRoute Form*** is not submitted when an employee or student employee transfers to another department.

The ***Employee Separation DocRoute Form*** does not substitute for the Personnel Action Form or EPAF. A Personnel Action Form or EPAF must be completed on any separation.



Employee Separation Form Access:

The *Employee Separation Form* is accessed through the *Faculty & Staff Logins*



Processing a New Employee Separation Notice

Click the "**New Employee Separation Notice**" box to initiate a new notice. You will be taken to the Employee Separation Notice Entry Page. The name of the employee who has accessed the page will automatically appear in the "Created By" field.

- Enter the Email Address or Jag Number of the employee that is separating and click FIND. The employee's name, Email, Jag Number, Title, Faculty Status, Department, Employee Class, and Division/College should automatically default into the fields. If the Department that defaults in is not the department the employee is separating from, please enter the correct department in the "Note" section.
- Enter the Email Address or Jag Number of the Supervisor and click FIND.
- Enter a contact phone number for the supervisor or the supervisor's designee in case there are any questions.
- Enter the date of the last day actually "worked."
- Enter the effective date of the separation. The effective date can not be prior to the



New Employee Separation Notice con't

- Indicate “yes” or “no” in regard to system(s) security being terminated effective immediately. Answering “yes” would indicate terminating security right away, rather than following the separation date. Contact Human Resources if you have any questions.
- Select the Reason for Separation: Retirement, Resignation, or Termination. Termination is used for layoff, position elimination, end temporary appointment, termination end of leave, termination for cause or deceased.
- You may use the “Note” field to enter any special instructions or information that may be helpful.
- Click “Submit” to forward the notice to the next approver. If you are entering the information for the supervisor identified in the “Supervisor” field, then the notice will be forwarded to the supervisor for approval. If the supervisor is entering the information, clicking submit will automatically approve the form, and it will then be routed to Human Resources for approval.
- Upon submission of the Form, an Employee Separation Notice Edit # will be generated at the



Sample Form – Employee



Questions

If you have any questions regarding the *Employee Separation DocRoute Form*, please call Human Resources at 251-460-6133 or email:

hmaincampus@southalabama.edu

