



Separation of Employment Process

The following process has been established to provide a uniform exit clearance procedure for all Central State University employees upon leaving the university.

Voluntary Separation

Voluntary separation means that you are leaving the university by choice. The following will help manage the transition:

1. Employees' Responsibility:

- Provide notification in writing to immediate supervisor and Human Resources.
- Pay all outstanding debts including parking violations, tuition expenses, health care expenses, travel expenses and receipts, etc.
- Return all University property including library materials, parking permit, departmental keys, computer/laptop, handbooks, access keys, etc.
- If applicable, complete and sign any final time sheet(s) and leave form(s) and submit accordingly.
- Remove all personal items from your work space.
- Complete Separation of Employment Checkout Form.
- Submit Separation form and ID card to Human Resources Department by designated date.

2. Immediate Supervisor's (or designees) Responsibility:

- Obtain written notification of resignation/intent to retire from employee – forward immediately to Human Resources.
- Initiate Separation Personnel Action Form (PAF).
- Conduct vacation/sick audit to ensure all absences have been submitted and forward any outstanding forms to Payroll.
- Remove employee's access to University systems through Information Technology.
- To ensure separation documentation is submitted to Human Resources. Failure to insure the separation process is followed may result in disciplinary action.

3. Human Resources Responsibility:

- Send email confirmation receipt of resignation/intent to retire to separating employee and their supervisor.
- Update banner record to reflect separation.
- Forward Separation PAF and Check sheet to Payroll.



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4. Payroll's Responsibility:

- Calculate vacation/sick payout according to policy.
- Process payouts within 45 days of separation.
- **Payroll will remove the employee from direct deposit and hold their paycheck until all requirements have been met.**
- In the case of Full Time Faculty who separate prior to the end of the Academic year their salary will be prorate.

Example: At the end of the Fall Semester a Full-Time Faculty Member resigns or retires. According to Academic Affairs they will only be entitled to 50% of their annual salary, because he/she did not work the full Academic year.

5. Academic Affairs Responsibility

- Academic Affairs will verify the final payout for separated faculty members.

Involuntary Separation

Involuntary separation means an employee is required to leave the University by Administration. In the case of involuntary separation, the employee's immediate supervisor is required to fulfill the employee's responsibilities listed above under number one (1). All forms must be submitted by the employee's supervisor within seven (7) days of termination.