

Access to link will be on the HR Separation Website.

Processing Steps	Screen Shots
Step 1 Who is separating (choose one): • Myself • Someone else • HRDI If you choose someone else and you are: • Manager – you can separate yourself or anyone that reports to you. • HR Coordinator – you can separate yourself or anyone within your division HRDI –separate any employee for specific reasons	Employee Separation Employee Separation This process is used to initiate a separation from the University and complete a property clearance. Prior to employees last day the following must be completed: • Visit the HRDI Separation Process website for details and checklists • Ensure that all assets are returned including any assets at home • All p-card (state, ASC, CSFPF) reconciliations and reimbursements are completed • All travel claims are completed • Entry and approval in absence management prior to departure • Initiate on behalf of Myself
	Someone else HRDI



Step 2:		
When an employee or HRDI is initiating a Separation and an employee with more than one	* Initiate on behalf of Human Resources v	
position, you will be asked if they are separating	Employee	
from all university positions.	Tuffy Titan x v	
	Separation is from all university positions	
	None 🔺	
	٩	
	- None	
	No	
If 'No' is selected, you will need to select which		
position the employee is separating from.	* Initiate on behalf of	
	Human Resources +	
	Employee	
	🚯 Tuffy Titan 🗴 🔻	
	Separation is from all university positions	
	No	
	Select position(s)	
	242-197-2358-002 Lectu rer AY Tuffy Titan 123456789	
	242-541-0420-001 info lech Tuffy Itan 123456789 Consultant 12 Mo	
<u>Step 3:</u>	Select position(s)	
Enter:	x 242-197-2358-002 Lecturer AY	
 Separation Date Last Day Worked 	* Separation Date:	
	05-14-2021	
	* Last Day Worked	
	05-14-2021	
	Absence management entry and approval must be completed prior to last day.	



Step 4:	*Separation type
Enter 'Separation Type'.	None
	٩
	- None
	Absent without official leave
	Death
	Dismissal
	End of temporary appointment
	End participation in FERP
	Layoff
	Rejection During Probation
	Resignation
	Retirement & entering FERP
	Retirement Disability
	Retirement Service
If 'Separation Type' is 'Retirement & entering FERP, a Yes/No will be required for 'Will up to	
48 sick leave hours be carried over into FERP?	* Separation type
	Retirement & entering FERP +
	* Will up to 48 sick leave hours be carried over into FERP?
	None 🔺
	م) ا
	- None
	Yes
	No
	Contact phone number (non-compos)



<u>Step 4 (con t):</u>	* Separation type
If 'Resignation' is chosen, you will need to select a 'Reason for separation'.	Resignation
	 Reason for separation Dissatisified with CSU (policies, financial support, administration, etc.) Dissatisified with CSU promotion opportunities and/or salary New Position - professional advancement New Position- better salary New Position- better working conditions Other Personal reasons Unknown
If 'Other' is select, a box will appear asking for 'Other reason'.	 Reason for separation Dissatisified with CSU (policies, financial support, administration, etc.) Dissatisified with CSU promotion opportunities and/or salary New Position - professional advancement New Position- better salary New Position- better working conditions Other Personal reasons Unknown Other reason
If 'Personal reasons' is selected, you will need to select one of the 'Personal reasons' listed.	 * Reason for separation Dissatisified with CSU (policies, financial support, administration, etc.) Dissatisified with CSU promotion opportunities and/or salary
	 New Position - professional advancement New Position- better salary New Position- better working conditions Other Personal reasons Unknown Personal reason Decline to state Desire to relocate Family and/or child care Health Self employment Spouse's Job To attend school To look for another job

Select Yes or No if employee is going to another

<u>Step 5:</u>

CSU Campus.



FULLERTON	
Ire you going to another CSU Campus?	
- None	*
	٩
None	
/es	
No	
mace prone namper mon campasi	

	– None –
	Yes
	No
	Contact phone number (non-campas)
If the answer is 'Ves' then you need to enter	
which compute the employee is going to	* Are you going to another CSII Compute?
which campus the employee is going to.	
	Yes
	*Select CSU Campus
	None
	م
	- None
	California State University, Bakersfield
	California State University Channel Islands
	California State University, Chico
	California State University, Dominguez Hills
	California State University, East Bay
	California State University, Fresno
Next, you will be asked 'Will you be transferring	
vacation credits?'.	
	* Will you be transferring vacation credits?
	None 🔺
	م
	- None
	Yes
If you answer 'Vee' you will be asked for the	No
'Number of vacation hours being transforred'	- man - m
Number of Vacation hours being transiened.	* Will you be transferring vacation credits?
	Yes
	* Number of vacation hours being transferred
Step 6:	
<u></u>	HRDI Notes
Enter any 'HRDI Notes' if necessary.	Test



<u>Step 7:</u> Enter a non-campus email address if available.	Contact e	email (n mail.co	on campus) m]		
 bitep 8: Upload resignation letter (optional). Click the ^{Oupload} button. Navigate to the location of the file Select file Click 'Open' 	Upload re Sample R Tuplo	esignati Resignat	on letter tion Letter.doo	2X		
 <u>Step 9:</u> Submit Employee Separation Click the Submit button 			Submit			
Step 10: Notice of Separation has been created and emailed to Payroll.		FORNIA S The separ • Visit d • ensure • all pro- • all tra- • review MATION	TATE UNIVERSIT ating employee and their MPP Sup the <u>HBOJ Separation Process web</u> that all assets are returned includi el clains are completed an approval in absence manageme the Separation Website for all sep 1402 MMF	Y, FULLERTON pervisor are responsible for th <i>ittle for details and checklists ing any assets at home any assets at home stations and reinhubursements a ent prior to departure paration tasks</i>	Notice of Sepa he following actions: re completed	iration
	123456789	0	LAST NAME Titan	INITIATED ON (date/time)	Tuffy	
	Virjee, Fra	amroze	Tuffy Titan	05-12-2021 0	9:16 AM	
	PEOPLESOFT POSITIO	0N# SCO POSITIC 8 242	-197-2358-00	JOB CODE 2 0420	CLASSIFICATION TIT Lecturer A	ne AY
	11249	:PARTMENT	Communicat	ions	Academic Affairs	College
	SEPARATION INFOR		SEPARATION DATE		CALPERS RETIREMENT DATE	
	05-14	4-2021	05-14	4-2021		
	Resi	Resignation (S10) Personal reasons (06)			(06)	
	TRANSFERING TO AND	DTHER UNIVERSITY Yes	//STATE AGENCY (Y/N)	NAME OF UNIVERSITY/STATE	EAGENCY State University, Long	Beach

HRDI CO Test



Step 11b:	
Email to Payroll (NOS will be attached)	Size instance Subject: Notice of Separation Stription: Instruction of Separation Provide Methods Instruction construction Brease be informed a separation and property clearance form has been submitted for the following individual. This employee has indicated they are separating from all positions. Employee Nume: Tuffy Titan Employee CMID. 123456789 Department: I1 - Information Technology Date of Separation: 05-14-2021
	Last day physically at work: 05-14-2021
	Resignation Letter: NoticeSeparation_Sample[845].pdf
	To view separation and property clearance <u>Click here to view Requested Item: RITM137303</u> .
Step 12	
Email to Manager and HR Coordinator	S3 Email sent Subject: Separation and Property Clearance From: Employee Separation - Holpate-kijf fullierton.edu- To: Vrpe, Frimzes, HR Coordinator
Note: Employee will not receive an email under certain HRDI submitted occasions.	Please be informed a separation and properly clearance form has been submitted for the following individual. This employee has indicated they are separating from all positions. Employee Name: Tuffy Titan Employee CWD: 122456789 Department: IT - Information Technology Date of Separation: 05-14-2021 Last day physically at work: 05-14-2021 Resignation Letter: NoticeSeparation_Sample[845].pdf To view separation and property clearance <u>Click here to view Requested Item: RITM137303</u> . MPP Supervisor. You are responsible to ensure all steps for separation are completed, absence management is approved, reconciliations are complete and all property has been returned to the university prior to the last day worked. Checklists and other manager resources are found on our website: <u>https://hr.fuileton.edu/worklite/ife-experiences/separation.process.php</u>



Step 13	<u>}:</u>	
Email sent to Employee separating.		Solvert Separation and Property Clearance From: Employee Separation-nelpdek@fibilerton.edus To: Tuffy Train
		We have received a notification of separation and property clearance from you with the following information. If your separation date was entered incorrectly, respond in this email with the correct date. If you are separating in less than seven days, contact payroll directly. Employee Name: Tuffy Titan
		Employee CWID: 123450789 Department: IT - Information Technology
		Date of Senaration: 05-14-2021
		Last day physically at work: 05-14-2021
		Full separation from campus: Yes
		Resignation Letter: NoticeSeparation_Sample[845].pdf
		To view separation and property clearance click here <u>Click here to view Requested Item: RITM137303</u> .
		You are responsible to complete all steps for separation are completed prior to the last day worked, your absence management entry, all reconclitations are complete and all property is returned to the university. Checklists and other resources are found on our website: https://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php. If you have any questions regarding this process please email http://infulencin.edu/worklife/life-experiences/separation-process.php.if you have any questions regarding the planet planet planet planet planet planet
		In the next few days you will be contacted to complete an employee exit survey. We hope that you will consider completing this survey as it will assist the university look at ways to improve.
		We appreciate your commitment to the University and wish you all the best in your future endeavors.
		Sincerely,
		Human Resources Diversity and Inclusion
Step 14	<u>k:</u>	
Email s	ent for Property Clearance.	S8 Email sent Subject: Separation and Property Clearance From: Employee Separation-nelpidexl@ifullerton.edus To: Parking Request
Note:	Each area (ex: Parking, Key Control, IT	Hide email details
	Assets) will each receive their own	Please be informed a separation and property clearance form has been submitted for the following individual. This employee has indicated they are separating from all positions.
	email with a task to be completed.	Please ensure all property has been returned to your area, security access has been removed and all purchasing card and travel reconciliations are completed
	•	Employee Name: Tuffy Titan
		Employee CWID: 123456789
		Department: II - Information Technology
		Department: II - Information Technology Date of Separation: 05-14-2021
		Department: II - Information Technology Date of Separation: 05-14-2021 Last day physically at work: 05-14-2021
		Department: II - Information Technology Date of Separation: 05-14-2021 Last day physically at work: 05-14-2021 To view separation and property clearance <u>Click here to view Catalog Task: TASK253928</u>
		Department: II - Information Technology Date of Separation: 05-14-2021 Last day physically at work: 05-14-2021 To view separation and property clearance <u>Click here to view Catalog Task: TASK253928</u> Click here to send message Action Required <u>Click here to send message that No Action Required</u>
		Department 11 - Information Iechnology Date of Separation: 05-14-2021 Last day physically at work: 05-14-2021 To view separation and property clearance <u>Click here to view Catalog Task: TASK253928</u> Click here to send message Action Required Click here to send message Action Required Checklists and other manager resources are found on our website: <u>https://hrfullerton.edu/worklife/life-experiences/separation-process.php</u>
		Department: 11 - Information lectinology Date of Separation: 05-14-2021 Last day physically at work: 05-14-2021 To view separation and property clearance <u>Click here to view Catalog Task: TASK253928</u> Click here to send message Action Required Click here to send message that No Action Required Checklists and other manager resources are found on our website: https://hr.fullerton.edu/worklife/life-experiences/separation-process.php If you have any questions regarding this process please email hrt@fullerton.edu .



Step 14b:	
	University Property for Titan, Tuffy
Sample Property Clearance	↓IT Assets
	Virtual Machine +5075597649224324542515228640+Computer+Virtual Machine
	Opt/Piex 3040 + 6025483 - Computer + 0yt8/iex 3040
	BLACKBERRY WIRELESS HANDHELD DEVICE 44152-07618228021 - Communication Device - BLACKBERRY WIRELESS HANDHELD DEVICE
	129779 - DUXFG09DDFHW + Computer +
	4695L+CNIQGP004728728183WFS+Computer Peripheral+
	113516 • QP012002DNM • Computer •
	29254+ BIS52191 + Computer +
	44347 • CN0GP004728727ANDA28 • Computer Periphenal •
	125924 - 62771Q1 - Computer -
	128559 • C020V15FDJSH • Computer •
	119442- BYRS2QG1-Computer-
	30715 • 1TPPI/T1 • Printer •
	0 Inionitulian
	No records found
	A Campus Permits
	Staff Phyroll Deduction Per 2075311175- Staff Phyroll Deduction Per
	Purchasing Cards
	Purchase Card Purchase Card-State



Look Up Assets Using the asset look up feature on the main page, Employees, Managers and Division HR Coordinators can also look up employee assets	Separations Employee Separation Submit > My separations Employee Separation Employee Separation > Active This process is used to initiate a separation from the University and complete a property clearance. Prior to employees list day the following must be completed Image: Complete and Checklass Image: Check and Checklass
	Property Lookup Employee CWID Lookup
	Property Lookup Employee CWD 123452749 Lookup University Property for Titan, Tuffyı
	- 0553182 - Computer - OptPles 8089 115621 - S184QC1 - Computer - 12864 - OKU2508C3 - Computer - 12864 - OKU2508C3 - Computer - 22864 - OKU2508C3 - Computer - Q₆ University Keys
	No records found A Campus Permits Staff Payrol Deduction Per 25751145-5taff Payrol Deduction Per Recharge Special Permit 200801-Recharge Special Permit
	Purchasing Cards Purchase Card Purchase Purchase Card Purchase Pur