Access to link will be on the HR Separation Website.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td></td>
</tr>
<tr>
<td>Who is separating (choose one):</td>
<td><img src="image" alt="Employee Separation Screen Shot" /></td>
</tr>
<tr>
<td>• Myself</td>
<td></td>
</tr>
<tr>
<td>• Someone else</td>
<td></td>
</tr>
<tr>
<td>• HRDI</td>
<td></td>
</tr>
</tbody>
</table>

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

Access to link will be on the HR Separation Website.

HRDI

CALIFORNIA STATE UNIVERSITY
FULLERTON
**Step 2:**

When an employee or HRDI is initiating a Separation and an employee with more than one position, you will be asked if they are separating from all university positions.

If 'No' is selected, you will need to select which position the employee is separating from.

**Step 3:**

Enter:
- Separation Date
- Last Day Worked
**Step 4:**
Enter ‘Separation Type’.

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?’
Step 4 (con’t):

If ‘Resignation’ is chosen, you will need to select a ‘Reason for separation’.

If ‘Other’ is select, a box will appear asking for ‘Other reason’.

If ‘Personal reasons’ is selected, you will need to select one of the ‘Personal reasons’ listed.
Step 5:
Select Yes or No if employee is going to another CSU Campus.

If the answer is ‘Yes’, then you need to enter which campus the employee is going to.

Next, you will be asked ‘Will you be transferring vacation credits?’.

If you answer ‘Yes’, you will be asked for the ‘Number of vacation hours being transferred’.

Step 6:
Enter any ‘HRDI Notes’ if necessary.
### Step 7:
Enter a non-campus email address if available.

<table>
<thead>
<tr>
<th>Contact email (non campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:x@hotmail.com">x@hotmail.com</a></td>
</tr>
</tbody>
</table>

### Step 8:
Upload resignation letter (optional).

- Click the **Upload** button.
- Navigate to the location of the file
- Select file
- Click ‘Open’

<table>
<thead>
<tr>
<th>Upload resignation letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Resignation Letter.docx</td>
</tr>
</tbody>
</table>

### Step 9:
Submit Employee Separation

- Click the **Submit** button

### Step 10:
Notice of Separation has been created and emailed to Payroll.

![Notice of Separation](image)
Step 11b:
Email to Payroll (NOS will be attached)

Step 12
Email to Manager and HR Coordinator

Note: Employee will not receive an email under certain HRDI submitted occasions.
Step 13:
Email sent to Employee separating.

Step 14:
Email sent for Property Clearance.

Note: Each area (ex: Parking, Key Control, IT Assets) will each receive their own email with a task to be completed.
Step 14b: Sample Property Clearance

University Property for Titan, Tuffy

- Access
  - Virtual Machine
  - 1000 N.M. Building - Room 100
  - Computer - Virtual Machine
- Campus Access
  - 1000 N.M. Building - Room 100
  - Computer - Virtual Machine
- Mobile Wireless Device
  - 1000 N.M. Building - Room 100
  - Computer - Wireless Device
- No Access
  - 1000 N.M. Building - Room 100
  - Computer
- Before
  - 1000 N.M. Building - Room 100
  - Computer
  - Keys
  - No Access Required
  - Computer Permits
    - 1000 N.M. Building - Room 100
    - Computer Permits
  - Purchasing Cards
    - Prepaid Card
    - Purchase Card
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