|  |
| --- |
| **SECTION I: DEPARTMENT AND PERSONNEL ACTION INFORMATION** |
| **School / College / Division** | **Dept. Name** | **Contact Name** | **Contact Phone** | **Contact E-Mail** | **Date Prepared** |
|  |  |  |  |  |  |
| **Action****Type** | **Separation Reason** **(If Applicable)\*** | **Specify Agency****(If Agency Transfer)** | **Effective****Date** | **Separation Date****(If Applicable)** | **Last Work Day****(If Applicable)** |
| Choose an item. | Choose an item. |  |  |  |  |
| **\*If separation reason is Voluntary Resignation, letter of resignation must accompany this form.** |
| **SECTION II: CANDIDATE/EMPLOYEE INFORMATION** |
| **Current Status** | **Last Name** | **First Name** | **MI** | **Hrs. / Wk.** | **End Date** | **Months / Yr.** | **Salary** |
| Choose an item. |  |  |  |  |  |  |  |
| **Recommend for Re-Hire?****(If Separation)** | **\*\*If No - State Reason** |
| [ ]  **Yes** [ ]  **No\*\*** |  |
| **SECTION III: POSITION INFORMATION** |
|  | **Position Class Title** | **Comp Level**  | **Working Title** | **Pos. #** | **Appt. Type** | **Schematic Code** | **End Date** | **FTE** | **Budgeted Salary**  |
| **From:** |  | Choose an item. |  |  | Choose an item. |  |  |  |  |
| **To:** |  | Choose an item. |  |  | Choose an item. |  |  |  |  |
| **SECTION IV: WEB TIME ENTRY APPROVER AND PROXY INFORMATION (REQUIRED)** |
| **Approver Last Name** | **Approver First Name** | **Approver Banner ID** | **Phone** | **E-Mail** | **Position #** |
|  |  |  |  |  |  |
| **Proxy Last Name** | **Proxy First Name** | **Proxy Banner ID** | **Phone** | **E-Mail** | **Position #** |
|  |  |  |  |  |  |
| **SECTION V: LEAVE INFORMATION (DHR ONLY)** |
| **Sick Balance** | **Sick Used** | **Vac Balance**  | **Vac Used** | **Vac Payout** | **Bonus Balance** | **Bonus Used** | **Bonus Payout**  |
|  |  |  |  |  |  |  |  |
| **SECTION VI: FUNDING INFORMATION** |
| **From:** | **Budget Code** | **Fund** | **Org** | **Acct** | **Program** | **Source** | **Date Funds End** | **Salary** | **%** |
| **A** |  |  |  |  |  | Choose an item. |  |  |  |
| **B** |  |  |  |  |  | Choose an item. |  |  |  |
| **C** |  |  |  |  |  | Choose an item. |  |  |  |
| **D** |  |  |  |  |  | Choose an item. |  |  |  |
| **Totals:** |  |  |
|  |
| **To:** | **Budget Code** | **Fund** | **Org** | **Acct** | **Program** | **Source** | **Date Funds End** | **Salary** | **%** |
| **A** |  |  |  |  |  | Choose an item. |  |  |  |
| **B** |  |  |  |  |  | Choose an item. |  |  |  |
| **C** |  |  |  |  |  | Choose an item. |  |  |  |
| **D** |  |  |  |  |  | Choose an item. |  |  |  |
| **Totals:** |  |  |
|  |
| **SECTION VII: COMMENTS (IF APPLICABLE)** |
|  |
| **SECTION VIII: DEPARTMENT / SCHOOL / COLLEGE APPROVALS** |
| **Supervisor:** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **P. I. (if applicable):** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **Dean / Director / Dept. Head:** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **Vice Chancellor:** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **SECTION IX: FUNDING APPROVALS (BUDGET OFFICE, CONTRACTS AND GRANTS, AUXILIARY SERVICES USE ONLY)** |
| **Budget Office Approver:** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **Contracts and Grants Approver:** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **Auxiliary Services Approver:** | **Print:** | **Title:** | **Sign:** | **Date:**  |
| **SECTION X: DHR APPROVALS (DHR USE ONLY)** |
| **DHR Approver:** | **Print:** | **Title:** | **Sign:** | **Date:**  |