



Q: What form is needed for a Separation action?

A: Attach the [Separation Sheet](#) to the workflow and also attach the **resignation letter** if there is one.

Note: A ZPAR **Is Not** needed for a separation action. The separation action generates a workflow, therefore no zpar is needed. You can typically find all of the HR forms you need on our [Forms](#) page.

Q: What is the separation date?

A: Per policy, the separation date is **always the day after the last day worked**.

Q: Where do I find the information to complete Section A of the Separation Sheet?

A: SAP and/or the department personnel file.

Q: Who signs the separation sheet?

A: The **employee, the supervisor and the person entering the personnel action** should sign the form as the *Signature of Official Authorized to remove employee from payroll*.

SECTION E: SIGNATURES	
Supervisor's Signature	Signature of Official Authorized to Remove Employee from Payroll
Employee's Signature	Title Date

Q: Are there any other forms I should be utilizing for a separation action?

A: The [Employee Exit Checklist](#) assists employees/units in the exit process.

Q: How can I be confident that I am processing the correct personnel action?

A: **Before** processing a separation action, check to see if the employee has any other “active” assignments. If there are other active assignments, then you would do an “End of Assignment” action instead. You may utilize the [personnel assignment details icon](#), in PA40, to view this information.

Q: What should I do at the end of each semester?

A: Complete an employee review (transaction zhrflex is great for this) and process End assignments/Separation actions for students and PTI’s, as needed, after each semester.

Q: When are leave payouts processed for a separating employee?

A: For leave accruing positions please process any applicable leave in PA30 prior to the payroll deadline using the last day worked date. [Click here](#) to access the QRG. Note: Please do not use the separation date.

Q: What Reason for Separation should be used on the Separation Form?

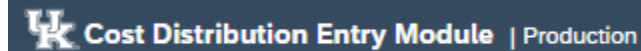
A: The resignation letter and/or supervisor should provide guidance when selecting the reason. **Always** attach a resignation letter if one is available. Note: **Please avoid marking “other”** as the separation reason without first

discussing it with the M-G CAFE Business Center HR Team.

— Other (Must Explain/Unknown)

Q: Are there any other systems I should be thinking about?

A: Yes, CDEM. Any active override payroll cost distributions (**CDEM**) should be ended prior to separating the employee in SAP.



Q: How long should the departmental personnel file be maintained?

A: Per Records Retention departmental personnel files should be maintained for 5 years beyond the separation. Click [here](#) for additional information.

Q: What other considerations are there?

A: Please note that if the employee is a **supervisor** or **Procard** holder then additional action is needed.

Q: Who processes retirement and retiree set back to inactive personnel actions?

A: UK retirements are processed by the UK Retirement Office. Federal retirements are processed by the M-G CAFE Business Center. However, the department is responsible for submitting the Separation Sheet and processing leave pay outs. For additional information please access the [Personnel Action Manual](#). Find retirement checklists that you can share with the retirees on the college [Employee Resources](#) page.

Q: How does the college Exit Survey, for regular staff and faculty, work?

A: We want to hear from our exiting employees. As part of your exit procedures please encourage them to complete the [Exit Survey](#). Responses are anonymous, will be reviewed by college leadership and will be used to help determine areas for employee retention improvement.

Additional Resources

Additional resources can be found on the [HR Administrator Resources](#), [Employee Resources](#), [Supervisor Resource](#), and [Forms](#) pages.