Employee Separation/Transfer Procedures

Purpose.

a. **Temporary Wage Positions**

These wage positions are entered into Banner by Human Resources. Job end dates are entered for each position.

An automatic email will be sent to the supervisor 14 calendar days prior to the job end date. The email will direct the supervisor to either continue the employee via wage continuation EPAF or complete a [Separation Checklist](#).

The completed Separation Checklist will be maintained within the department in accordance with the [Records Retention Schedule GS-103, Series number 100489.](#)

3- Full-Time and 1500-hour Wage Separations

Full-time employees include all salaried Administrative and Professional Faculty, Classified Staff and Teaching and Research Faculty.

a. **Full-Time and 1500-hour Wage Positions**

These positions are entered into Banner by Human Resources. Job end dates are **not** entered for these positions.

A separation EPAF **must** be completed prior to an employee's last day of work. It is recommended that a separation EPAF be created once the supervisor has been notified of the employee's resignation/separation (either verbally or in writing, although a written resignation is recommended).

The separation EPAF must be submitted through the approval queue and approved by Human Resources.

An automatic email will be sent to the supervisor 14 calendar days prior to the job end date reflected in the EPAF. The email will direct the supervisor to complete a [Separation Checklist6 (ec)4 (t)12 1 scn /TT2 1 Tf -0.- igw 353.4 .lT](#)