



# My Employee is Leaving, now What?

Employee Separation/Transfer Process

# Generation/Transfer Process



© D. L. G. 16-1

# Separation/Transfer Checklist

[https://www.radford.edu/content/dam/departments/administrative/human-resources/forms/RUStudent\\_Checklist.pdf](https://www.radford.edu/content/dam/departments/administrative/human-resources/forms/RUStudent_Checklist.pdf)

© D. L. G. 16-1

# Full-time and Wage Employee

# EPAF (Electronic Personnel)



© D. L. G. 16-1

Departmental

<https://radford.kualibuild.com/app/643d6f3cd1d8f1597e1f8b6c/run>



© D. L. G. 16-1