



Human Resources Separation Form

Shaded areas will be completed by HR

Section 1

Complete for all separating employees, affiliates, and stipends

Please be certain to verify Center property has been returned.

If appropriate, notify EH&S at x5585 to cancel lab coat and dosimeter (rad badge).

Section 2

Complete for employees and stipends only

Indicating affiliate status allows separating employees to retain building and network access

Section 3

Comments

Section 4

Signatures required for processing

Check one: <input type="checkbox"/> Employee <input type="checkbox"/> Affiliate <input type="checkbox"/> Stipend	Name		Employee ID	
	Last Day Worked	Separation Date (if different than last day worked)	Rcd #	Emp Code
Job Title		Division	Dept.	

Separation Reason

Resignation <input type="checkbox"/> Accepted other job <input type="checkbox"/> Check here if hired by SCCA <input type="checkbox"/> Returned to school <input type="checkbox"/> Personal reasons <input type="checkbox"/> Dissatisfied with job <input type="checkbox"/> Job abandonment <input type="checkbox"/> Failure to return from leave <input type="checkbox"/> Relocation	Layoff <input type="checkbox"/> Project/funds ended <input type="checkbox"/> Restructure	Other <input type="checkbox"/> Temporary (less than 6 months) assignment completed <input type="checkbox"/> Retirement <input type="checkbox"/> Health/illness <input type="checkbox"/> Death <input type="checkbox"/> Funding transfer * <input type="checkbox"/> Mutual consent
Discharge (please contact HR, Employee Relations) <input type="checkbox"/> Unsatisfactory job performance <input type="checkbox"/> Unsatisfactory probationary period <input type="checkbox"/> Misconduct	* For employees who will continue to receive pay through Center payroll, submit Requisition and/or Action Form only.	

Center Property

Items returned to Security and Transportation J1-500: <input type="checkbox"/> Photo ID <input type="checkbox"/> Key card <input type="checkbox"/> Parking permit <input type="checkbox"/> Keys <input type="checkbox"/> Hutch transit pass	Items returned to department: <input type="checkbox"/> Pager <input type="checkbox"/> Cell phone <input type="checkbox"/> Laptop computer <input type="checkbox"/> Other:
---	---

Will the employee remain active in the same position as an affiliate? Yes No

If yes, an additional separation form must be submitted at the end of affiliation. Or, if a future separation date has already been established, please specify it here and the future separation date will be set up automatically. **Separate affiliate on** _____.

Eligible for vacation pay out? Yes No

Does this person supervise other staff? Yes No

Routing of final check (available on pay day)

- Employee will pick up in Human Resources office
- Continue month-end direct deposit
- Mail to home address:

Is this a new address? Yes No

Exit Interview (optional) Employee will contact Human Resources to schedule a meeting
 Mail interview packet to home address

Comments

Supervisor Name	Signature	Date	Employee/Affiliate (if available)	Date	
Division Head/Designee Name	Signature	Date	Human Resources Name	Signature	Date