Carbondale Campus End User Business Processes

PROCESS – Faculty, Administrative Professional and Civil Service Staff: Resignation/Separation Process

Process: Follow this process when a member of the faculty, administrative/ professional or civil service staff is resigning or being separated from University employment.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website http://eforms.siu.edu/

Actions:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
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</thead>
</table>
| Employee          | 1. Notifies the department of his/her intention to leave University employment for one of the following reasons:  
|                   | - Resignation  
|                   | - Resigning civil service appointment to accept faculty or administrative/professional staff position  
|                   | - New appointment declined  
|                   | - Retirement  
| Department        | 2. Completes Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form. Notification by the employee is not required for the following separation reasons:  
|                   | - Layoff  
|                   | - Death  
|                   | - Dismissal  
|                   | - Discharge  
|                   | - Termination  
|                   | - Appointment not renewed  
|                   | Contacts Employee Records regarding benefits usage for the Calculation of Final Pay.  
| Employee          | 3. If the separation was initiated by the employee, signs Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form. Makes appointment and meets with Employee Benefits for an exit interview.  
| Administrative Channels | 4. Signs Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form. The last approver submits the form to HR Data Control.  
| HR Data Control   | 5. Modifies HRMS. Forwards Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form to Employee Records.  
| Employee Records  | 6. Completes Calculation of Final Pay. Makes and distributes Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation and Calculation of Final Pay forms to:  
|                   | - Payroll, for entry of final pay and verification purposes  
|                   | - Budget Office  
|                   | - Employee Benefits  
|                   | - Employee file (original)  
|                   | - Employee  
|                   | - Vice chancellor area |
### Responsible Party | Action
--- | ---
Vice Chancellor Area | 7. Copies and distributes Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation and Calculation of Final Pay forms to department. Maintains a copy for vice chancellor area records.
Dean/Director | 8. Copies and distributes Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation and Calculation of Final Pay forms to department. Maintains a copy for dean/director records.
Department | 9. Maintains a copy for departmental records
End of Process

**Special Notes:** This document is intended as an overview to assist the end user in easily identifying the basic steps in the resignation/separation process for faculty, administrative/professional, and civil service staff. For more detailed information, the end user should also consult the *Employee Handbook, Statute and Rules of the State Universities Civil Service System*, and *SIUC Personnel Policies*. All of these documents may be accessed via Human Resources homepage at [http://hr.siu.edu/](http://hr.siu.edu/)

The Resignation/Separation Process must be followed whenever a member of the faculty or staff leaves University employment for any of the reasons listed on the Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form. This includes when a term appointee leaves at the end of the term of his or her appointment and will not be reappointed.

Employee signature is required before a voluntary resignation can be processed. A letter of resignation written and signed by the employee may be attached to the Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form, in lieu of the employee’s signature on the form.

A list of the documentation required to process faculty, administrative/professional or civil service staff resignation/separation follows.

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Source</th>
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<tbody>
<tr>
<td>Faculty, Administrative/Professional or Civil Service Staff Resignation/Separation</td>
<td><a href="http://eforms.siu.edu/siuforms/info/hro1050.php">http://eforms.siu.edu/siuforms/info/hro1050.php</a></td>
</tr>
<tr>
<td>Letter of resignation signed by the employee (if the Employee is resigning and has not signed the Resignation/Separation form)</td>
<td>Employee</td>
</tr>
<tr>
<td>Calculation of Final Pay</td>
<td>Initiated by Human Resources</td>
</tr>
</tbody>
</table>