


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

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:

Responsible Party	Action
Employee	1. Notifies the department of his/her intention to leave University employment for one of the following reasons: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ Layoff ▪ Death ▪ Dismissal ▪ Discharge ▪ Termination ▪ Appointment not renewed Contacts Employee Records regarding benefits usage for the <i>Calculation of Final Pay</i> .
Employee	3. If the separation was initiated by the employee, signs <i>Faculty, Administrative/ Professional and Civil Service Staff Resignation/Separation</i> form. Makes appointment and meets with Employee Benefits for an exit interview.
Administrative Channels	4. Signs <i>Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation</i> form. The last approver submits the form to HR Data Control.
HR Data Control	5. Modifies HRMS. Forwards <i>Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation</i> form to Employee Records.
Employee Records	6. Completes <i>Calculation of Final Pay</i> . Makes and distributes <i>Faculty, Administrative/ Professional and Civil Service Staff Resignation/Separation</i> and <i>Calculation of Final Pay</i> forms to: <ul style="list-style-type: none"> ▪ Payroll, for entry of final pay and verification purposes ▪ Budget Office ▪ Employee Benefits ▪ Employee file (original) ▪ Employee ▪ Vice chancellor area

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Responsible Party	Action
Vice Chancellor Area	7. Copies and distributes <i>Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation and Calculation of Final Pay</i> forms to department. Maintains a copy for vice chancellor area records.
Dean/Director	8. Copies and distributes <i>Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation and Calculation of Final Pay</i> 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/>

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.

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