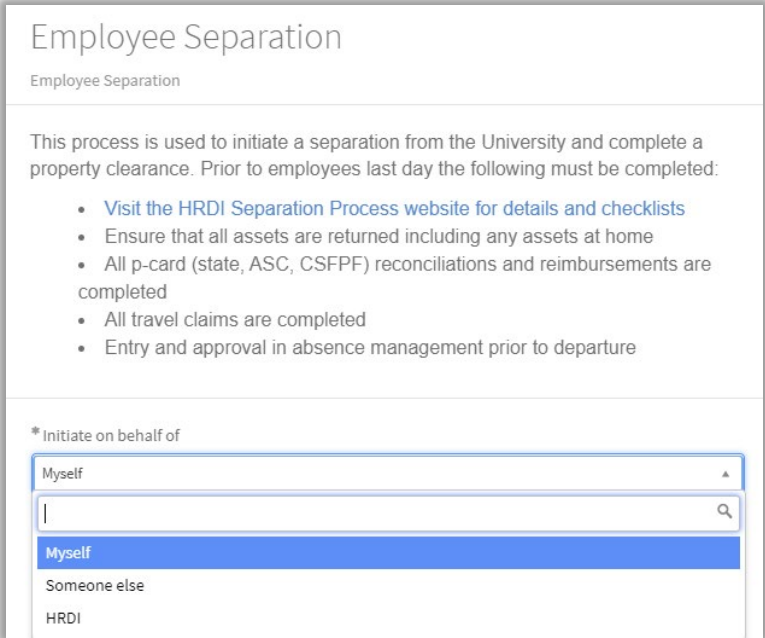


Access to link will be on the HR Separation Website.

Processing Steps	Screen Shots
<p>Step 1</p> <p>Who is separating (choose one):</p> <ul style="list-style-type: none"> • Myself • Someone else • HRDI <p>If you choose someone else and you are:</p> <ul style="list-style-type: none"> • Manager – you can separate yourself or anyone that reports to you. • HR Coordinator – you can separate yourself or anyone within your division <p>HRDI –separate any employee for specific reasons</p>	

Step 2:

When an employee or HRDI is initiating a Separation and an employee with more than one position, you will be asked if they are separating from all university positions.

If 'No' is selected, you will need to select which position the employee is separating from.

*Initiate on behalf of
Human Resources

Employee
Tuffy Titan

Separation is from all university positions

-- None --

Yes

No

*Initiate on behalf of
Human Resources

Employee
Tuffy Titan

Separation is from all university positions
No

Select position(s)

242-197-2358-002 Lecturer AY	Tuffy Titan	123456789
242-541-0420-001 Info Tech	Tuffy Titan	123456789
Consultant 12 Mo		

Step 3:

Enter:

- Separation Date
- Last Day Worked

Select position(s)
x 242-197-2358-002 | Lecturer AY

*Separation Date:
05-14-2021

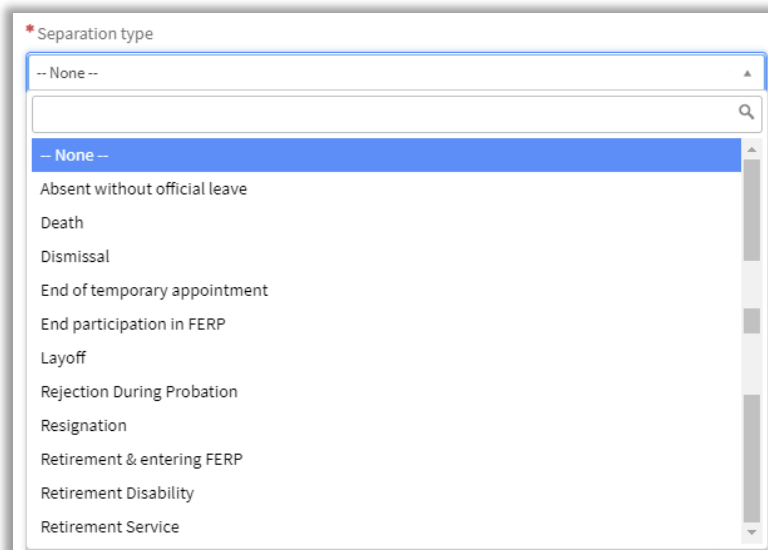
*Last Day Worked
05-14-2021

Absence management entry and approval must be completed prior to last day.

Step 4:

Enter 'Separation Type'.

If 'Separation Type' is 'Retirement & entering FERP', a Yes/No will be required for 'Will up to 48 sick leave hours be carried over into FERP?'



* Separation type

-- None --

Search

-- None --

- Absent without official leave
- Death
- Dismissal
- End of temporary appointment
- End participation in FERP
- Layoff
- Rejection During Probation
- Resignation
- Retirement & entering FERP
- Retirement Disability
- Retirement Service



* Separation type

Retirement & entering FERP

* Will up to 48 sick leave hours be carried over into FERP?

-- None --

Search

-- None --

Yes

No

Contact phone number (non-campus)

Step 4 (con't):

If 'Resignation' is chosen, you will need to select a 'Reason for separation'.

If 'Other' is select, a box will appear asking for 'Other reason'.

If 'Personal reasons' is selected, you will need to select one of the 'Personal reasons' listed.

* Separation type

Resignation

* Reason for separation

- Dissatisfied with CSU (policies, financial support, administration, etc.)
- Dissatisfied with CSU promotion opportunities and/or salary
- New Position – professional advancement
- New Position- better salary
- New Position- better working conditions
- Other
- Personal reasons
- Unknown

* Reason for separation

- Dissatisfied with CSU (policies, financial support, administration, etc.)
- Dissatisfied with CSU promotion opportunities and/or salary
- New Position – professional advancement
- New Position- better salary
- New Position- better working conditions
- Other
- Personal reasons
- Unknown

Other reason

* Reason for separation

- Dissatisfied with CSU (policies, financial support, administration, etc.)
- Dissatisfied with CSU promotion opportunities and/or salary
- New Position – professional advancement
- New Position- better salary
- New Position- better working conditions
- Other
- Personal reasons
- Unknown

* Personal reason

- Decline to state
- Desire to relocate
- Family and/or child care
- Health
- Self employment
- Spouse's Job
- To attend school
- To look for another job

Step 5:

Select Yes or No if employee is going to another CSU Campus.

If the answer is 'Yes', then you need to enter which campus the employee is going to.

Next, you will be asked 'Will you be transferring vacation credits?'

If you answer 'Yes', you will be asked for the 'Number of vacation hours being transferred'.

* Are you going to another CSU Campus?

-- None --

-- None --

Yes

No

* Are you going to another CSU Campus?

Yes

* Select CSU Campus

-- None --

California State University, Bakersfield

California State University Channel Islands

California State University, Chico

California State University, Dominguez Hills

California State University, East Bay

California State University, Fresno

* Will you be transferring vacation credits?

-- None --

-- None --

Yes

No

* Will you be transferring vacation credits?

Yes


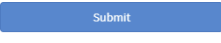

* Number of vacation hours being transferred

Step 6:

Enter any 'HRDI Notes' if necessary.

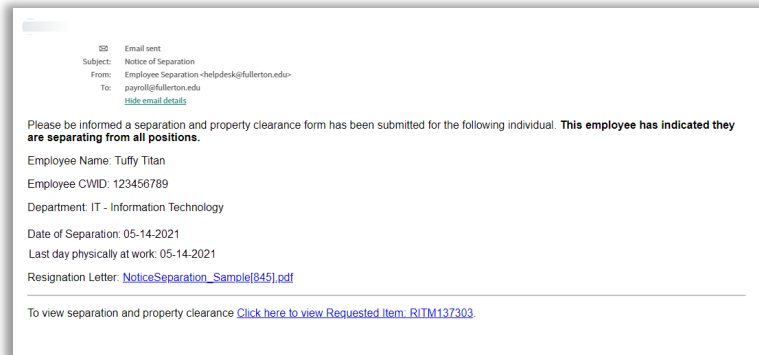
HRDI Notes

Test

<p>Step 7:</p> <p>Enter a non-campus email address if available.</p>	<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <p>Contact email (non campus)</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p>x@hotmail.com</p> </div> </div>																																																								
<p>Step 8:</p> <p>Upload resignation letter (optional).</p> <ul style="list-style-type: none"> Click the  button. Navigate to the location of the file Select file Click 'Open' 	<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <p>Upload resignation letter</p> <p>Sample Resignation Letter.docx</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #0070c0; color: white; border-radius: 5px; display: flex; align-items: center; justify-content: center; width: 40px; height: 20px;"> Upload </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #ccc; border-radius: 5px; display: flex; align-items: center; justify-content: center; width: 40px; height: 20px;"> Delete </div> </div> </div>																																																								
<p>Step 9:</p> <p>Submit Employee Separation</p> <ul style="list-style-type: none"> Click the  button 	<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <div style="background-color: #0070c0; color: white; padding: 10px 20px; border-radius: 5px; display: inline-block;">Submit</div> </div>																																																								
<p>Step 10:</p> <p>Notice of Separation has been created and emailed to Payroll.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;">  <div> <p>CALIFORNIA STATE UNIVERSITY, FULLERTON</p> <p>Notice of Separation</p> </div> </div> <p>The separating employee and their MPP Supervisor are responsible for the following actions:</p> <ul style="list-style-type: none"> Visit the <i>HRDI Separation Process website</i> for details and checklists ensure that all assets are returned including any assets at home all p-card (state, ASC, CSFPF) reconciliations and reimbursements are completed all travel claims are completed entry and approval in absence management prior to departure review the Separation Website for all separation tasks <p>EMPLOYEE INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>EMPLOYEE ID</th> <th>EMPL RCD #</th> <th>LAST NAME</th> <th>FIRST NAME</th> </tr> <tr> <td>123456789</td> <td>0</td> <td>Titan</td> <td>Tuffy</td> </tr> <tr> <th>MPP SUPERVISOR</th> <th>INITIATED BY</th> <th colspan="2">INITIATED ON (date/time)</th> </tr> <tr> <td>Virjee, Framroze</td> <td>Tuffy Titan</td> <td colspan="2">05-12-2021 09:16 AM</td> </tr> </table> <p>JOB INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PEOPLESOFT POSITION #</th> <th>SCO POSITION #</th> <th>JOB CODE</th> <th>CLASSIFICATION TITLE</th> </tr> <tr> <td>00022978</td> <td>242-197-2358-002</td> <td>0420</td> <td>Lecturer AY</td> </tr> <tr> <th>DEPARTMENT ID</th> <th>DEPARTMENT</th> <th>DIVISION</th> <th>COLLEGE</th> </tr> <tr> <td>11249</td> <td>Communications</td> <td>Academic Affairs</td> <td>Comm</td> </tr> </table> <p>SEPARATION INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>LAST DATE PHYSICALLY WORKED</th> <th>SEPARATION DATE</th> <th>CALPERS RETIREMENT DATE</th> </tr> <tr> <td>05-14-2021</td> <td>05-14-2021</td> <td></td> </tr> <tr> <th>SEPARATION TYPE/CODE</th> <th colspan="2">REASON FOR SEPARATION / CODE</th> </tr> <tr> <td>Resignation (S10)</td> <td colspan="2">Personal reasons (06)</td> </tr> <tr> <th>TRANSFERRING TO ANOTHER UNIVERSITY/STATE AGENCY (Y/N)</th> <th colspan="2">NAME OF UNIVERSITY/STATE AGENCY</th> </tr> <tr> <td>Yes</td> <td colspan="2">California State University, Long Beach</td> </tr> <tr> <th>ADDITIONAL PERTINENT INFORMATION</th> <th colspan="2">HRDI COMMENTS</th> </tr> <tr> <td></td> <td colspan="2">Test</td> </tr> </table> </div>	EMPLOYEE ID	EMPL RCD #	LAST NAME	FIRST NAME	123456789	0	Titan	Tuffy	MPP SUPERVISOR	INITIATED BY	INITIATED ON (date/time)		Virjee, Framroze	Tuffy Titan	05-12-2021 09:16 AM		PEOPLESOFT POSITION #	SCO POSITION #	JOB CODE	CLASSIFICATION TITLE	00022978	242-197-2358-002	0420	Lecturer AY	DEPARTMENT ID	DEPARTMENT	DIVISION	COLLEGE	11249	Communications	Academic Affairs	Comm	LAST DATE PHYSICALLY WORKED	SEPARATION DATE	CALPERS RETIREMENT DATE	05-14-2021	05-14-2021		SEPARATION TYPE/CODE	REASON FOR SEPARATION / CODE		Resignation (S10)	Personal reasons (06)		TRANSFERRING TO ANOTHER UNIVERSITY/STATE AGENCY (Y/N)	NAME OF UNIVERSITY/STATE AGENCY		Yes	California State University, Long Beach		ADDITIONAL PERTINENT INFORMATION	HRDI COMMENTS			Test	
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Step 11b:

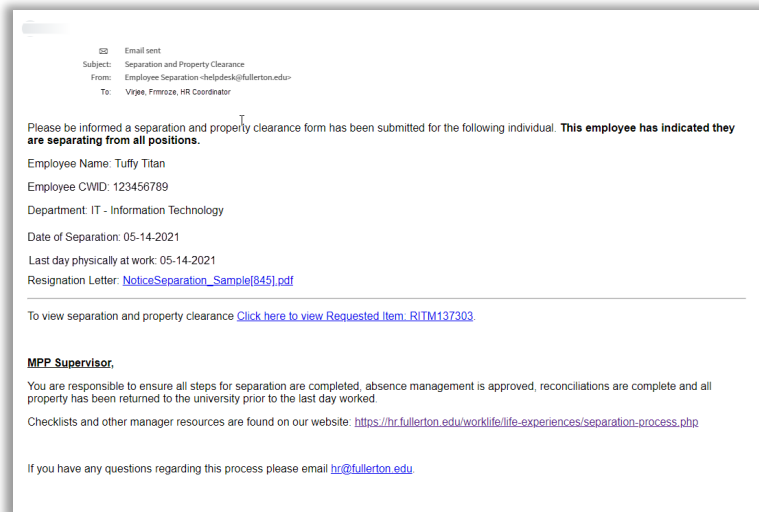
Email to Payroll (NOS will be attached)



Step 12

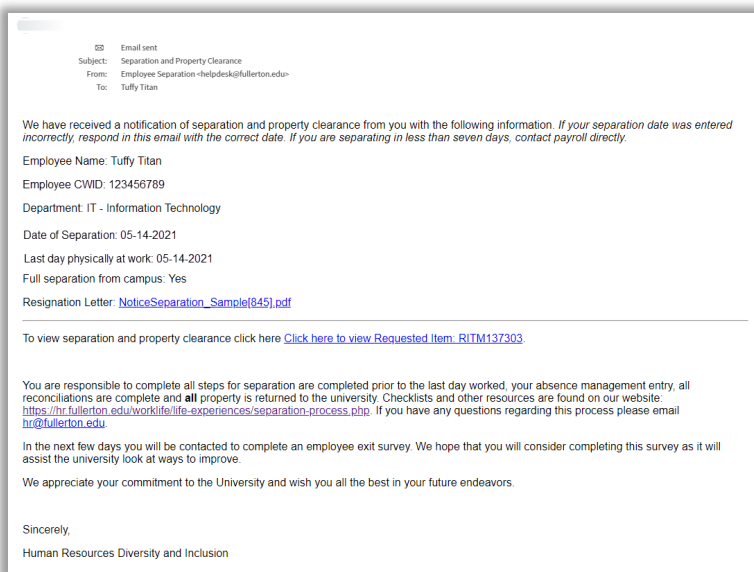
Email to Manager and HR Coordinator

Note: Employee will not receive an email under certain HRDI submitted occasions.



Step 13:

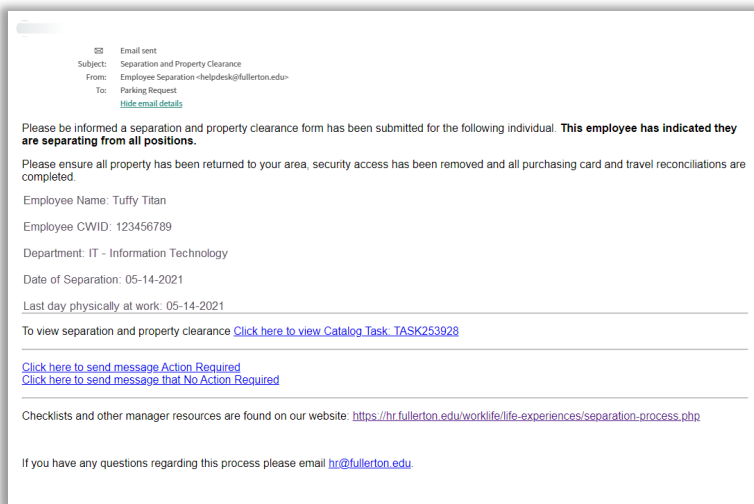
Email sent to Employee separating.



Step 14:

Email sent for Property Clearance.

Note: Each area (ex: Parking, Key Control, IT Assets) will each receive their own email with a task to be completed.



Step 14b:

Sample Property Clearance

University Property for Titan, Tuffy

IT Assets
Virtual Machine • 5470-5974-9632-6816-4181-3286-00 • Computer • Virtual Machine
OptiPlex 3040 • 4Q25482 • Computer • OptiPlex 3040
BLACKBERRY WIRELESS HANDHELD DEVICE 44152 • 07616222021 • Communication Device • BLACKBERRY WIRELESS HANDHELD DEVICE
129779 • DLXG980DFHW • Computer •
48951 • CN0GP04728728183WFS • Computer Peripheral •
113516 • QP03200ZDNM • Computer •
28254 • BK32191 • Computer •
44347 • CN0GP04728727ANGA2S • Computer Peripheral •
125924 • 6277JQ1 • Computer •
129559 • C02DV15FDJSH • Computer •
119442 • B162QG1 • Computer •
30715 • 1TFFN71 • Printer •

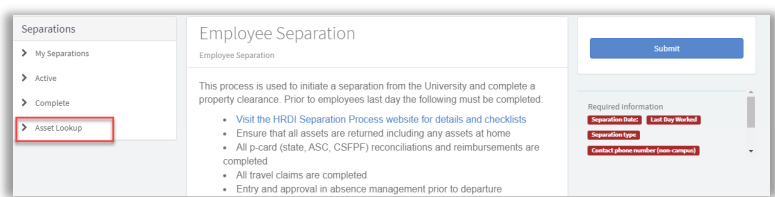
University Keys
No records found

Campus Permits
Staff Payroll Deduction Per 20FSF1175 • Staff Payroll Deduction Per

Purchasing Cards
Purchase Card Purchase Card • State

Look Up Assets

Using the asset look up feature on the main page, Employees, Managers and Division HR Coordinators can also look up employee assets



Separations

- My Separations
- Active
- Complete
- Asset Lookup**

Employee Separation
Employee Separation

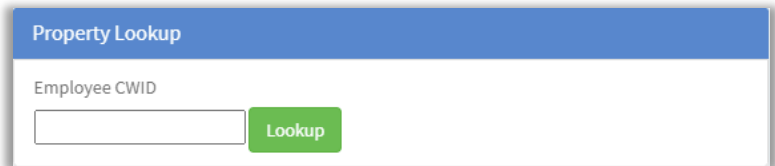
This process is used to initiate a separation from the University and complete a property clearance. Prior to employees last day the following must be completed:

- Visit the HRDI Separation Process website for details and checklists
- Ensure that all assets are returned including any assets at home
- All p-card (state, ASC, CSFPF) reconciliations and reimbursements are completed
- All travel claims are completed
- Entry and approval in absence management prior to departure

submit

Required information

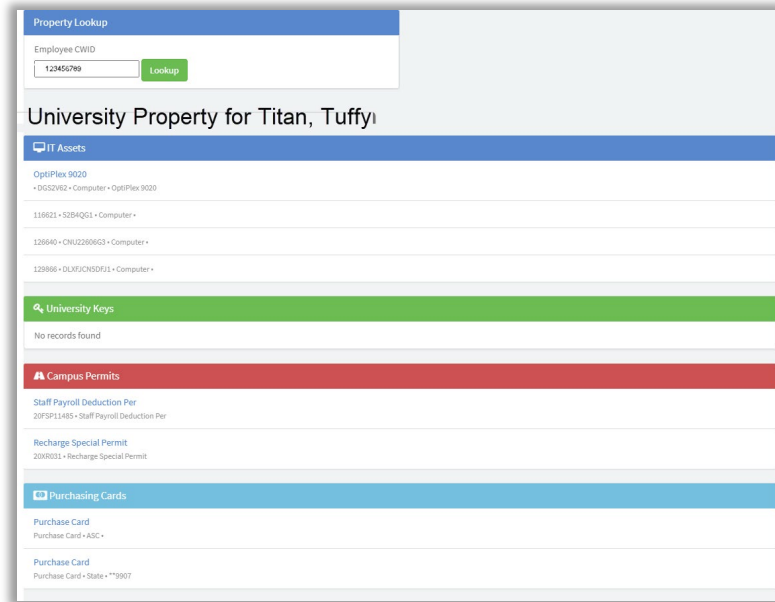
- Separation Date
- Last Day Worked
- Separation Type
- Contact phone number (non campus)



Property Lookup

Employee CWID

Lookup



Property Lookup

Employee CWID

Lookup

University Property for Titan, Tuffy

IT Assets

- OptiPlex 9020
+ D652V62 • Computer • OptiPlex 9020
- 118621 • S284Q01 • Computer •
- 128640 • CHU22806G3 • Computer •
- 128666 • DLV3CHND0F1 • Computer •

University Keys

No records found

Campus Permits

- Staff Payroll Deduction Per
20F5P1485 • Staff Payroll Deduction Per
- Recharge Special Permit
20X8031 • Recharge Special Permit

Purchasing Cards

- Purchase Card
Purchase Card • ASC •
- Purchase Card
Purchase Card • State • **9807