

## Quick and Useful Tips

### Staff (FT/PT), Faculty (FT/PT) & Student Workers Separations

When you have received notification of an employee separating from the University or separating from the current position to move into another position within the University, please refer to this process to efficiently notify the Human Resources department in a timely manner.

#### **Staff, Faculty and Student Workers Separation**

Once you receive notification of a staff, faculty or student worker leaving the University, you will need to immediately initiate a Separation Action through the [Separation Form](#).

#### **To initiate a separation action**

- Go to the Pace Portal and click on “**Separation Form for Hiring Managers**”. Log in using your portal user id and password.
- To start the separation click **Start Separation** along the top of the page.

**NOTE:** Separations can **ONLY** be initiated by those with **1) Administrator**, or **2) Department Approver roles**. [For roles other than Administrator, the top row of tabs will have fewer options (e.g., Department Approvers may only see: Home, Start Separation, Department Approver, and Search Separation)].

- **Search** for the employee by entering: Pace UID, First Name, or Last Name, and/or by selecting the appropriate Division, Department, or Employee Group in the drop-down menus then click **Search**.
- Click **Select Employee**.
- Click **Start Separation**.

Department Approvers can perform the separation for those employees in the departments for which they have access. For those departments for which they do NOT have access, it will show “No Access.” If you do not have access to a position, please contact an HRIS Analyst ([link to the HRIS directory](#)). If a separation form has already been started for an employee, the status shows as “Separation Exists”.

**NOTE:** If an employee has a job in more than one department, only their PRIMARY Division will show in the Division column. Clicking “Select Employee” will allow you to start a separation in your Division. The next page may list other divisions in which the employee has an active job.

- Click “**Start Separation**” and you will be able to start a separation for the Division(s) for which you have access.
- After clicking “**Start Separation**” you will be able to input the details of the separation like: Last day worked, separation reason, if you would rehire, attach any relevant separation documents, review the list of items employee needs to return (if applicable) and final comments.

**NOTE:** When populating the **Separation Reason**, please make sure it accurately reflects the situation. If the employee is moving within the University for various reasons, you must choose either “Internal Transfer” or the one that best reflects the transition (ex. Full Time to Part Time, Part Time to Full Time etc.). This will ensure that HR will not terminate the employee’s records inappropriately. You should also use the

Final Comments box to communicate details of the situation to the HR parties involved in the separation process. The Comments box must be populated when the Separation Reason is Personal Reasons. A Comments box will pop up when you indicate you will not rehire the separated employee.

- The **Attach Document** tab gives you the ability to attach the resignation letter and any other pertinent documents. You may attach documents by either browsing or using the cut and paste function.
- The **Final Comments** tab gives you the ability to make comments, if you wish.
- Once completed, click "**Submit**" to send the separation action to the next step in the workflow.

If a separation has already been started for an employee and a User (i.e. the same user or a different one) tries to start a separation for the same employee, the status will show as "**Separation Exists.**"

The "Department Approver" tab shows separations submitted by the Department Approver and returned to the Department Approver, based on their departmental access.

There is an option to search a user by UID which shows the current status of the separation for that employee. Clicking on the name re-opens the separation form with employee details and editable fields.

- **Once submitted to Employee Relations**, they will receive notification to review the information and follow up with the employee to complete the exit online survey. The link to the Exit Online Survey will be sent directly to the employee in an email. If the employee would like to schedule a personal interview, the employee is to contact the Employee Relations department at 914-923-2645. At the end of the process, your Dean/VP will receive an email about the employee separation, which is automatically sent by the system.

**NOTE:** If you have an employee who has given less than the standard two week notice and/or you are unfamiliar with the system, please notify an Employee Relations Representative **immediately**. This will help to ensure the employee's separation is processed in a timely manner, whereby reducing the risk of overpayment.

If an employee is overpaid due to a late separation notice being placed into the Separation Form, the hiring manager will be responsible for recapturing the overpayment. Please check the [Overpayment Policy](#) (see link below).

For easy and accurate separation process, the Hiring Managers should follow the [Exit Checklist](#).