Click the **Separation** link on the **Admin Transactions** tab.

You can use this application to calculate the hourly weighted rate of Vacation/Sick Leave payout for compensable leave. It also notifies SURS of a separating employee.

### Creating a Separation Record

To create a separation record, enter the employee’s UIN in the field and click the **Create** button.

**Note:** It is imperative that you complete the separation process to ensure that the employee is correctly separated from the University. Failure to complete this process may result in the employee continuing to receive a paycheck.

- Create a new separations record by entering a UIN and clicking **Create**.
- Search for current employee using the **Separation Status Search Form**.
Enter the employee’s **Separation Date**. This is the last day the employee is on the payroll, including any sick or vacation leave taken. This date is not necessarily the same as the employee’s last work day as recorded in Banner.

Select a **Separation Reason** for why the employee is leaving the University.

Select the **Status** of the separation process:

- **In Progress**: indicates the home unit is processing the separation.
- **Unit Submitted**: indicates the home unit submitted the separation for college approval.
- **College Approved**: indicates the college approved the separation and forwarded it to Central HR.
- **HR Approved**: indicates Central HR approved the separation.

Indicate if the employee requires a **Payout** that requires an adjustment.

Select the jobs to apply the vacation and sick leave calculations.

**NOTE**: If no jobs are listed, you must perform a manual calculation.

Click the **Calculate** button to calculate the weighted hourly rate for sick and vacation leave for all selected jobs.

If the calculation is not correct, enter the **Manually Calculated Hourly Rate** in the appropriate fields.

**NOTE**: 0% FTE jobs are not used to calculate weighted average. If 0% jobs are needed for the weighted hourly rate, you must use the manual calculation fields.

Enter any explanation or supporting information for the separation in the **Comments** field.

Click the **Submit** button.
Once you submit the separation form, you can review the results on the Employee Information page.

Review the information for accuracy. If any changes are needed, you must make them while the Status of the separation is still In Progress.

If the Status is not In Progress when you want to make changes, you will need to contact the Central HR office and ask that the status be reset.

Click the Continue button to return to the Separations Main Menu.
Searching for a Separation Status

You can search for the status of an employee's separation forms by clicking the **Separation Status Search Form** link on the Separations Main Menu page.

Enter or select at least one search criteria on the form.

If you enter a **UIN** or **SSN**, your search will return only the person assigned that number.

For other search criteria, you can select what to **Sort Results By** when displaying your search return. You can select two sort options.

Click the **Search** button once you have entered all your criteria.
To sort your search results on this page, click the column header for that field.

To view the separation status of a person, click the link for their name.

NOTE: You can only view records to which you have access.

You can review the status of the employee’s separation on this page.

When the employee has been paid out, the Last Paid Date appears.

If you make any changes to the separation record, indicate if you want to Delete the record (Yes) or submit the record to show the new status (No).

NOTE: This option only appears for certain statuses and is only available to employees with the appropriate level of access.