



## ADVICE OF SEPARATION: Instructional Student Assistant

**IMPORTANT - PLEASE READ:** This document serves to inform Payroll about upcoming changes in employment. If changes after initial submission, please revise and re-submit in a timely manner.

Dept Name: \_\_\_\_\_

Dept ID: \_\_\_\_\_

Is this a revision? \_\_\_\_\_ (mark changes as REVISED in notes column)

Separate employee(s) listed below effective:

End of Fall Semester 20 \_\_\_\_\_

End of Spring Semester 20 \_\_\_\_\_

Other (specify date): \_\_\_\_\_

Humboldt ID	Last Name	First Name	Notes (If you indicated "YES" above, enter "REVISED" here)	Humboldt ID	Last Name	First Name	Notes (If you indicated "YES" above, enter "REVISED" here)

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Deadline:** Submit to Payroll by deadline set by APS or by effective date of separation, whichever is earlier.  
**Distribution:** Route in Adobe Sign to Department Chair for signature, CC College Office, Payroll, and APS.