
Form Approval Process

During the Form 109: Report of Separation process, there will be three possible electronic approvals needed to complete the form. All three roles are named in the “Routing and Approval” section of the electronic form. The two main approvers will always be part of the process:

- **Department Chair/ Dept. Manager/ Lead Worker Approval**:
- **Administrator Approval**: Is the appropriate administrator (MPP-level position)

Additionally, for specific separation reasons:

- **HR Administrator Approval**: [NOTE: The HR Administrator will receive notification first for specific separation reasons (10. Layoff/ 12. Dismissed Disciplinary or Disability/ 13a. AWOL/ 13b. Rejection During Probation/ and 13c. Death). HR Administrative review is necessary due to the nature of the separation reason.]

ALL signers/approvers will be notified by email to approve the separation.

Completion of these steps will route the Form 109 to the next signer/approver. When the Administrator signs the form, THE FORM BECOMES LOCKED and is routed to HR and Payroll for review.

When the form is locked after being fully signed, each signer/approver may still access the form link to view information. Deleted forms are not viewable.

Follow the step by step instructions outlined below:

1. Review the email notification with “Form 109: Report of Separation” in the subject line. Each approver will receive a similar email when their review and approval of the form is required.

2. Click on the link to access the form.

3. You may have to provide log in credentials before the form is displayed.
4. Review the form for key dates, separation reason(s), and remarks, if any. You may add a remark also, if the remark adds relevant information to the process.

**NOTE: Approvers have the ability to REVISE or DELETE this Form, although the need to do so might be rare. See the Form Submission quick guide for revision instructions and deletion instructions.**

5. After review, scroll down to the “Routing and Approval” section of the form. CLICK the “Sign” box next to your name.

6. After signing, you will be directed to a “Submit Status” page where a confirmation message is displayed.

7. This completes your portion of the approval process. Close the browser window. You may refer to the original email Form 109 link to check progress or review details at any time.

THANK YOU!