

# Guide: Form 109: Report of Separation

## Form Submission

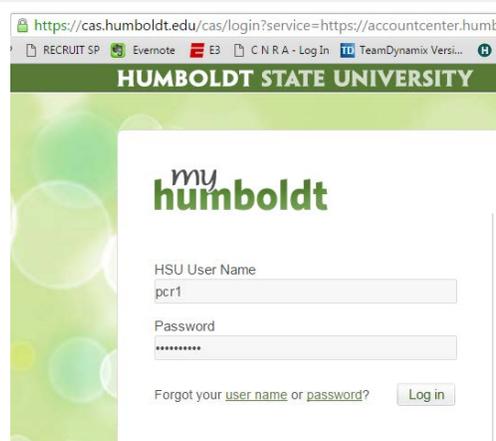
The Form 109: Report of Separation is designed to be completed from top to bottom and left to right.

Follow the step by step instructions outlined below:

**1.** Access the Form 109: Report of Separation link at:

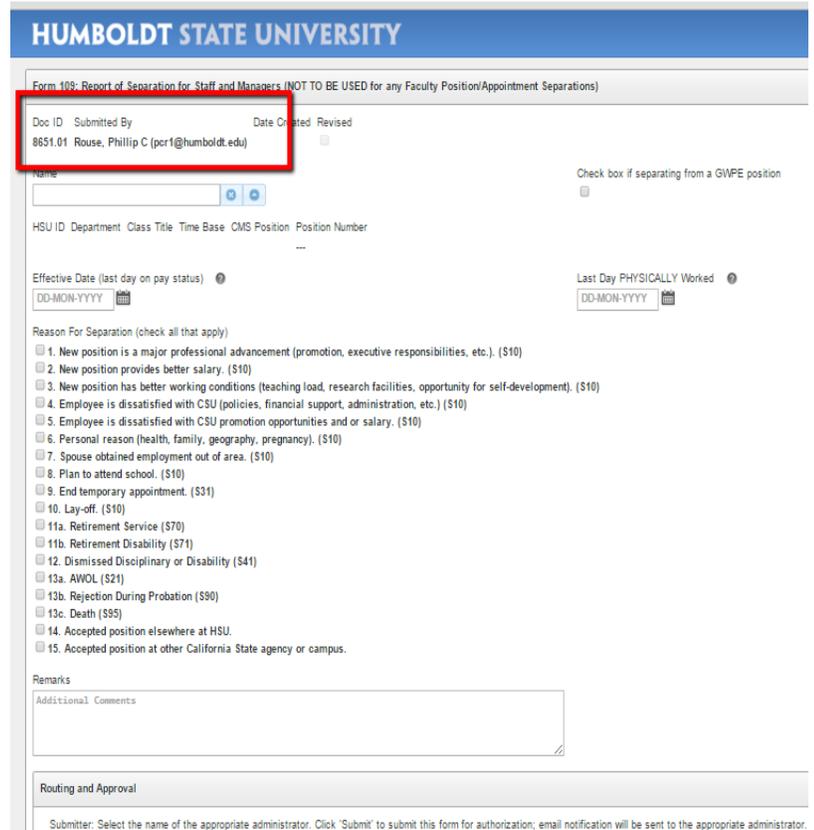
<https://accountcenter.humboldt.edu:4443/p/r/f?p=239>

**2.** You may be prompted for your HSU credentials before proceeding. The Form 109 will display once you are correctly logged in.



The screenshot shows the login page for Humboldt State University. The URL in the browser is <https://cas.humboldt.edu/cas/login?service=https://accountcenter.humboldt.edu>. The page features the "my.humboldt" logo and a login form with the following fields: "HSU User Name" (containing "pcr1") and "Password" (masked with asterisks). There is a "Log in" button and a link for "Forgot your user name or password?".

**3.** When the form opens, a unique Document ID number is assigned to the Form 109 in the upper left hand corner and notes the name and email address of the form submitter based on the log in credentials. The document ID number is searchable when looking for Forms in your email.



The screenshot shows the "Form 109: Report of Separation for Staff and Managers" form. The title bar reads "HUMBOLDT STATE UNIVERSITY". Below the title, the form title is "Form 109: Report of Separation for Staff and Managers (NOT TO BE USED for any Faculty Position/Appointment Separations)". A red box highlights the "Doc ID" field, which contains "8651.01", and the "Submitted By" field, which contains "Rouse, Phillip C (pcr1@humboldt.edu)". Other fields include "Date Created", "Revised", "Name", "HSU ID", "Department", "Class Title", "Time Base", "CMS Position", "Position Number", "Effective Date (last day on pay status)", and "Last Day PHYSICALLY Worked". A "Reason For Separation" section contains 15 numbered options with checkboxes. A "Remarks" section has a text area for "Additional Comments". A "Routing and Approval" section is at the bottom with a note: "Submitter: Select the name of the appropriate administrator. Click 'Submit' to submit this form for authorization; email notification will be sent to the appropriate administrator."

**4.** Enter or search for the name of the separating employee by one of the following methods:

- a. Entering the last name in the “name” field and pressing “enter.” This will bring up a list of names to select from. Click on the name of the employee you want to select and their information will transfer to the form. NOTE: Results will produce each position for employees that have more than one position/assignment. Make sure you select the correct position for the separation.

Doc ID Submitted By Date Created Revised  
8651.01 Rouse, Phillip C (pcr1@humboldt.edu)

Name

Check box if separating from a GWPE position

HSU ID Department Class Title Time Base CMS Position Position Number

- b. Click the “Show Values” icon shown in the box to the right to display a full list of “Current Employees” you have permissions to see in your area. NOTE: If you do not have permissions to see the employee on this form, you will not be able to separate the employee.

**Form 109: Report of Separation for Staff and Managers (NOT TO BE USED for a**

Doc ID Submitted By Date Created Revised  
8651.01 Rouse, Phillip C (pcr1@humboldt.edu)

Name

HSU ID Department Class Title Time Base CMS Position Position Number

Effective Date (last day on pay status)

**5.** If the list of names appears, select the correct employee and position by clicking on the name of the employee.

umboldt.edu) **Current Employees**

Search All Columns  Page 1 of 1

EMPLID	Name	CMS Position	Class	Class Title	Time Base	Department
03250303	Rouse, Phillip	00022270	1038	Admin Analyst/Spclst 12 Mo	Full Time	D30022-Its Project Office

- a. Employee information is transferred into the form. Verify the correct position has been selected, especially for employees who have more than one.

@humboldt.edu) **Current Employees**

Search Columns  Page 1 of 1

CLICK on the name to select.

EMPLID	Name	CMS Position	Class	Class Title	Time Base	Department
933582293	Rouse, Phillip	00022270	1038	Admin Analyst/Spclst 12 Mo	Full Time	D30022-Its Project Office

Name

Check box if separating from a GWPE position

HSU ID Department Class Title Time Base CMS Position Position Number  
933582293 D30022-Its Project Office Admin Analyst/Spclst 12 Mo Full Time 00022270 225-322-1038-001

Effective Date (last day on pay status)

**6.** Graduate Writing Proficiency Exam (GWPE) Staff have a special indicator box to complete for separations. THIS IS ONLY FOR GWPE positions.

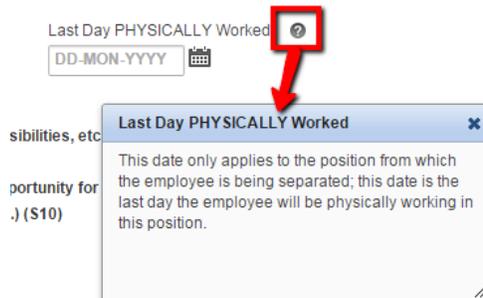
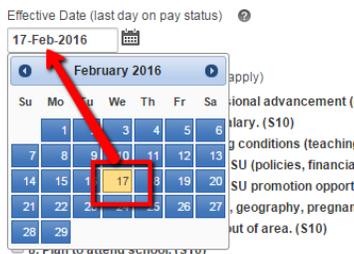
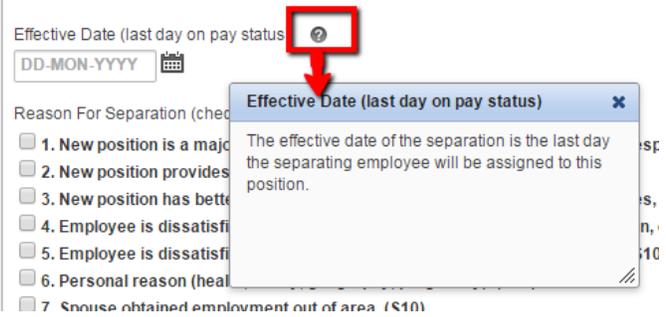
\*This step will remove the "Department Contact" field from the form in the Routing and Approval section below.

**7.** Choose the "Effective Date" of the Separation. Clicking the "Help" icon (?) describes what the Effective Date is.

a. Select the date by clicking on the calendar icon. The calendar opens. Notice the scroll arrow options either side of the month name which can be used to move backward and forward to the desired month.

b. Clicking on a date (the number inside of the desired month) will move the date into the "Effective Date" field.

**8.** Choose the "Last Day PHYSICALLY Worked." Clicking the "Help" icon (?) describes what the Last Day PHYSICALLY Worked is. This date MAY NOT fall after the Effective Date (a form error will generate and ask you to correct the error).



**9.** Selecting the date works the same way as noted above in steps 7a and 7b.

**10.** Select "Reason for Separation." Multiple reasons may be selected, and several reasons require additional entry in the form of dates or written details. Other fields will open when certain reasons are selected. To select a reason, click on the box to the left of the reason you wish to select. This places a distinct "check mark" inside the box.

**11.** Enter remarks only if doing so helps provide needed information. There is a 4,000 character limit, so please be concise. Mostly, comments are entered when revisions are made to provide details about the revision.

**12.** Designate key people in the "Routing and Approval Section." The Department Contact and Budget Analyst will be notified of the separation after it is fully signed. The Department Chair/Manager/Lead Worker will receive email notification to review and sign the form, then the Administrator.

**13.** When all Routing and Approval fields have been completed, CLICK "Submit" to initiate the Routing and Approval process. As form submitter, you may access the form link at any time to monitor progress of the approvals. If 48 hours elapse before the current approver has signed, the current approver will be reminded to review and sign the form and you will receive an email notification of who is holding up the approval process.

NOTE: The Last Day PHYSICALLY Worked **cannot** fall AFTER the effective date. (This will generate a form error until you correct it). Most often, the two dates will be the same or the Last Day PHYSICALLY Worked will be prior, especially for employees who take vacation time leading up to the "Effective Date."

Reason For Separation (check all that apply)

- 1. New position is a major professional advancement (promotion, executive responsibilities, etc.). (\$10)
- 2. New position provides better salary. (\$10)
- 3. New position has better working conditions (teaching load, research facilities, opportunity for self-development). (\$10)
- 4. Employee is dissatisfied with CSU (policies, financial support, administration, etc.) (\$10)
- 5. Employee is dissatisfied with CSU promotion opportunities and or salary. (\$10)
- 6. Personal reason (health, family, nontransfer, nonrenewal) (\$10)

Remarks

ENTER ONLY RELEVANT REMARKS THAT HELP PEOPLE IN THE PROCESS:

For example: Employee wants to use 2 weeks vacation prior to the effective date. Last Day Physically Worked reflects this.

184 of 4000

Character limit is 4000. FYI

Routing and Approval

Submitter: Select the name of the appropriate administrator. Click "Submit" to submit this form for authorization; email notification will be sent to the appropriate administrator. Once this form is approved by the appropriate administrator, it is then sent to Human Resources. If you have any questions please call x3626.

Routing and Approval: To the best of my knowledge, the above is accurate and complete.

Department Contact (Defaults to Admin if Left Blank)	Budget Analyst (Required for Academic Affairs)
<input type="text"/>	<input type="text"/>
Department Chair/ Manager/Lead Worker	Sign Date
<input type="text"/>	<input type="text"/>
Administrator	Sign Date
<input type="text"/>	<input type="text"/>

Submit

CLICK the "Show Values" arrow to see a list of people you have access to separate; OR enter the last name of the employee in the field, then CLICK "enter."

Routing and Approval: To the best of my knowledge, the above is accurate and complete.

Department Contact (Defaults to Admin if Left Blank)	Budget Analyst (Required for Academic Affairs)
Gipson, Rachael	McCulloch, Mary
Department Chair/ Manager/Lead Worker	Sign Date
Swank, Melinda	<input type="text"/>
Administrator	Sign Date
Kircher, Anna	<input type="text"/>

Submit

CLICK Submit to initiate Routing and Approval

Set Screen Reader Mode On