
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.

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.
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.

   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.

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

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

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."

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.