

## ADVICE OF SEPARATION: LECTURER, FERP, TEACHING ASSOCIATE, GRADUATE ASSISTANT, LIBRARIAN, COUNSELOR/INTERN

**IMPORTANT - PLEASE READ:** This document serves to inform Payroll about upcoming changes in employment. Accurate reporting is essential for preventing issues like employee overpayment and accidental discontinuation of benefits. If changes after initial submission, please revise and re-submit in a timely manner.

For employees not returning in the next term, a Separating Employee Clearance Form is also required - see: https://forms.humboldt.edu/separating-employee-clearance-form

Dept Name:  Dept ID:  Is this a revision?			_(mark changes as REVISED in	- notes colu	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	Job Code (Ex. 2354: Teaching Assoc; 2355: Grad Asst; 2358: Lecturer; 2360: FERP; 2920: Librarian)	Employee Record #	Employee Classification (Ex. H: Temporary; 3: 3 Yr Lecturer; F: FERP; E: Rehired Annuitant (not FERP))	Appointment Length (Contract Type) *can be found in Contract Data for temporary appointments	Will be reappointed next term?	If "No", final separation? *	Notes (If you indicated "YES" above, enter "REVISED" here)
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* Use to indicate if it is known that the faculty member will not be returning in the future (e.g., resignation, non-FERP retirement, non-reappointment)									
Department Chair Signature Date				<del>-</del> !			Dean Signatu	re	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 and College Dean for signatures, CC both Payroll and APS.