

Texas State University – San Marcos
Hourly Employee Separation Checklist
(Student Worker, Non-Student Non-Regular Staff)
8/2009

- Complete time entry in SAP**

- Create separation Personnel Change Request (PCR)**

Prior to completion of the separation PCR, steps must be taken to ensure accurate reporting of the last date of employment.

 1. In SAP, use transaction CATS_DA *Display Working Times*. Select “ALL” for Reporting Period and enter the personnel assignment number for your employee’s appointment.
 2. Verify last date for time entry is the actual last day worked. The PCR should not be created until you can establish the correct separation date based on time entry.
 3. Using MSS in SAP, select one of the following PCR template options:
SEPARATION – employee has only one active assignment
END ADDITIONAL APPOINTMENT – employee has multiple assignments and at least one will remain active.
 4. Enter the Effective Date on the PCR, indicating date established in Step 2.
 5. Complete the remainder of the PCR, including the Comments section and retain one copy for your records.

If a student separated due to graduation or if the employee is leaving employment at Texas State permanently, please indicate this information in the Comments section of the PCR. Human Resources will then inactivate the employee’s file.
 6. Forward PCR for signature approval and processing.

- Recover any university property, equipment and keys issued to the employee**

- Discontinue access to department-specific computer applications**

Note: You do not need to contact ITAC to inactivate a student’s User ID. ITAC will inactivate the User ID after a 90 day period if the student is no longer enrolled in classes at Texas State.

- Perform exit interview**

In an effort to understand your employee’s reason for leaving or for the purpose of improving working conditions, you may ask your employee to participate in an exit interview. This is not an employee appraisal, but is an opportunity for your employee to point out how much they enjoyed their position or it can be used as an opportunity to point out valid concerns they had.

- Retain departmental personnel records for five years**

This form is for departmental use only -- do not send to Human Resources.