

Texas State University-San Marcos
Employee Separation Form
08/2009

Employee Name: _____ Texas State ID #: _____

Job Title: _____ Last Day Worked: _____ Separation Date: _____

EMPLOYEE'S STATEMENT

Please check the main reason for leaving:

VOLUNTARY

- | | |
|--|--|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> To attend school |
| <input type="checkbox"/> End of contract, grant, project or temporary position | <input type="checkbox"/> No longer enrolled in school or graduated |
| <input type="checkbox"/> Accept another job – better pay or benefits | <input type="checkbox"/> Location or transportation issues |
| <input type="checkbox"/> Accept another job – opportunity for advancement | <input type="checkbox"/> Child care or elder care |
| <input type="checkbox"/> Accept another job – direct transfer to state agency or institution of higher education (no break in service) | <input type="checkbox"/> Personal or family health |
| <input type="checkbox"/> Dissatisfaction with supervisor | <input type="checkbox"/> Self employment |
| <input type="checkbox"/> Dissatisfaction with co-workers | <input type="checkbox"/> Enter military |
| <input type="checkbox"/> Dissatisfaction with required travel | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Dissatisfaction with work hours | <input type="checkbox"/> Personal reasons |
| <input type="checkbox"/> Dissatisfaction with job duties | <input type="checkbox"/> Resignation – no reason provided |
| <input type="checkbox"/> Dissatisfaction with professional development opportunities | <input type="checkbox"/> Resignation in lieu of involuntary separation |
| <input type="checkbox"/> Dissatisfaction with working conditions/environment | <input type="checkbox"/> Job abandonment |

INVOLUNTARY

- | | |
|---|---|
| <input type="checkbox"/> Reduction in force | <input type="checkbox"/> Nepotism |
| <input type="checkbox"/> Unable to return from leave of absence | <input type="checkbox"/> Dept of Homeland Security work authorization expired |
| <input type="checkbox"/> Death | <input type="checkbox"/> No longer certified or licensed |
| <input type="checkbox"/> Termination-at-will | |

Dismissal for cause:

- Excessive absenteeism/tardiness
- Inability to perform job
- Failure to perform assigned duties or follow instructions
- Disruptive behavior
- Misuse of university equipment or funds
- Conduct that defames, maligns or is detrimental to reputation of university
- Violation of alcohol/drug policy
- Violation of university or department rules/policy
- Falsification of job application

Please provide more detail in the space below:

Employee Signature: _____

(Date)

**Texas State University-San Marcos
Separation Checklist**

08/2009

Instructions: This form must be completed by all separating staff, faculty (including contract completion) and graduate students paid monthly before check-out is final. The employee's department head will initiate this form and immediately notify Payroll and Human Resources of the employee's separation date via e-mail. If the employee holds more than one position, this checklist will be initiated by each department head affected by the separation.

- Department head completes Sections 1 and 3
- Separating employee completes Section 2
- Employee brings signed form to Human Resources and Payroll for clearance
- Human Resources and Payroll staff check holds and sign form
- Payroll sends original form back to Human Resources for the employee's personnel file.

1. Name: _____ Department: _____
Texas State ID #: _____ Office Phone: _____
Date of Separation: _____ Status: Faculty
Staff
Graduate Student

2. Separating employee's forwarding address and telephone: () _____

(Note: The department is responsible for forwarding mail to the separated employee.)

Forwarding e-mail address: _____

Are you going to work for another state agency or institution of higher education in the State of Texas?
 Yes No

If yes, list agency and start date _____
(agency or institution) (start date)

3. Department Head

Yes No Notified Payroll and Human Resources of separation date via e-mail to payroll@txstate.edu and hr@txstate.edu. Include employee name, Texas State ID #, last date worked and separation date (if different).

Yes No Employee Separation Form completed and attached to checklist.

Yes No Personnel Change Request (PCR) for separation has been forwarded.

Notified the following offices to discontinue authorization/access:

- Yes No NA Technology Resources tr@txstate.edu
- Yes No NA Travel for Travel Card (245-2775)
- Yes No NA Purchasing for P-card and/or COOL (245-2521)
- Yes No NA Telecommunications telcom@txstate.edu. Provide phone number being deactivated and pin number for long distance, the person's name and date of separation.
- Yes No NA Instructional Technologies Support for classroom equipment (245-2319)
- Yes No NA University Library for books currently checked out (245-3681 or circulation@txstate.edu)
- Yes No NA Notified employee to return all university equipment and property. Keys must be returned and inventory updated (see UPPS 08.02.01 for procedure).
- Yes No NA Submitted a Request for Payment of Leave form to Human Resources for any remaining FLSA overtime or vacation balance. To pay vacation, the employee must meet the following conditions (see UPPS 04.04.30 University Leave Policy):
 - Employee has worked for the State of Texas more than six (6) continuous months (not necessarily at Texas State); and
 - Employee is not transferring directly (i.e., no break in service) to another state agency or state institution of higher education in Texas (does not include public school districts or junior or community colleges).
- Yes No NA Informed the employee to bring their Texas State ID card back if rehired within 2 years (otherwise may have to pay a \$10.00 replacement fee).
- Yes No NA Notified employee to return parking permit to Parking Services per parking regulations. Employee may contact Parking Services for a pro-rated refund request form (245-2887). This is only available through the 12th class day in the same semester the permit was purchased.
- Yes No NA Notified Student Business Services-Loan Collections or Faculty Records whether employee has fulfilled Staff Educational Development Program or Faculty Development Leave Program requirements.

Signature: _____
(Department Head) (Date)

4. Human Resources/Benefits (J.C. Kellam Building, Suite 360) Hold Type of Hold

Signature: _____
(Human Resources Representative) (Date)

5. Payroll Office (J.C. Kellam Building, Suite 582)

Signature: _____
(Payroll Office Representative) (Date)