**Instructions:** Submit this form for all separating staff, faculty and graduate students paid monthly to Human Resources: JCK 360, [hrbenefits@txstate.edu](mailto:hrbenefits@txstate.edu), or fax 512.245.1942.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | | |  | | Texas State ID # | | |  | | Net ID |  |
| Job Title: |  | | | Department: | | |  | | | | | |
| Last Day Worked: | |  | | | | Separation Date: | | |  | | |

|  |  |
| --- | --- |
| Dept contact phone/email: |  |

|  |  |
| --- | --- |
| Yes | Immediately notify Human Resources ([hrbenefits@txstate.edu](mailto:hrbenefits@txstate.edu)) and Payroll ([payroll@txstate.edu](mailto:payroll@txstate.edu)) of separation date. Include employee name, Texas State ID#, last date worked and separation date. |
| Yes | Immediately notify IT Assistance Center (ITAC) to prepare for phone and IT access removal using  online form at <https://itac.txst.edu/support/separations> under the Accounts & Passwords section. Use the emergency separation request option for an involuntary termination. Be sure to revoke access for any departmentally-managed resources or third-party systems not covered by ITAC. |
| Yes | Submit Personnel Change Request (PCR) to remove employee from payroll. |
| Yes | Advise employee to update their forwarding mailing address and personal e-mail address in the SAP Portal. If they have questions about this, they may contact the HR Benefits Office at [hrbenefits@txstate.edu](mailto:hrbenefits@txstate.edu) or 512-245-2557. |
| Yes | Advise employee to request a prorated refund if enrolled in the employee meal plan with Chartwells at [chartwells@txstate.edu](mailto:chartwells@txstate.edu) or 512-245-9930. |
| Yes | E-mail all voluntary separating employees the [Exit Survey Website](http://www.hr.txstate.edu/exitsurvey) link: [www.hr.txstate.edu/exitsurvey](https://www.hr.txstate.edu/exitsurvey). The Exit Survey is anonymous and will not be placed in the separating employee’s personnel file. You may use the [Exit Survey E-mail Template](https://www.hr.txstate.edu/exitsurveyemail) to distribute the exit survey information. |

**Notify the following offices to discontinue authorization/access or return property:**

|  |  |  |
| --- | --- | --- |
| Yes | N/A | Submit a customer request in [AiM](https://www.facilities.txstate.edu/management/management_request.html) to remove all card access permissions.  Employee must return all university property and equipment. Keys must be returned to Ingress Management Services (IMS) in Facilities Bldg 780 at 151-1 E. Sessom Dr, Rm 104. The employee will be issued a receipt to return to their department. (245.7656) [ingress\_mgmt\_svs@txstate.edu](mailto:ingress_mgmt_svs@txstate.edu) |
| Yes | N/A | Travel for State Travel Charge Card (245.2775) |
| Yes | N/A | Confirm employee has no outstanding travel or research cash advances or expense reports.  (Travel – 245.2775) (Research – 245.2777) |
| Yes | N/A | Collect all travel or research declining balance cards the employee has been issued. |
| Yes | N/A | Purchasing for P-card (245.2521) |
| Yes | N/A | University Library for books currently checked out (245.3681) [circulation@txstate.edu](mailto:circulation@txstate.edu) |
| Yes | N/A | Financial Reporting & Analysis if separating employee is an account manager. Send the [Account Manager Change Request](http://gato-docs.its.txstate.edu/jcr:7e67a16c-30ac-4a4a-b567-f86d85f8e084/Account%20Manager%20Change%20Request.doc) form to [fiaccountrequest@txstate.edu](mailto:fiaccountrequest@txstate.edu). |
| Yes | N/A | Submit a [Request for Payment of Leave](https://gato-docs.its.txstate.edu/jcr:f3384c07-30fc-47af-81a6-baf7a7744c9a/Request%20for%20Payment%20of%20Leave_2.2018.docx) to Human Resources for remaining FLSA overtime or vacation balance. |
| Yes |  | Inform the employee to bring their Texas State ID card back if rehired within 2 years (otherwise there will be a replacement fee). |
| Yes |  | Notify employee to complete the online [Parking Separation Request](https://www.parking.txstate.edu/faculty-staff/separation.html) form and return gate access card per parking regulations. Employee may qualify for a pro-rated refund. (245.2887) [parking@txstate.edu](mailto:parking@txstate.edu) |