* **Complete time entry in SAP**
* **Immediately notify IT Assistance Center (ITAC) to prepare for telephone and IT access removal using online form:** [**https://itac.txst.edu/support/separations**](https://itac.txst.edu/support/separations)**. Use the emergency form for any involuntary termination.**

*Note: ITAC will revoke access but will not deactivate a student’s NetID. Student NetID’s remain active for up to one year after the last period of enrollment. Therefore, it is critical that you revoke access to your department-specific applications and electronic file repositories.*

* **Submit a customer request in** [AiM](https://www.facilities.txstate.edu/management/management_request.html) **to remove job-related 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)
* **Submit separation Personnel Change Request (PCR)**

Prior to completion of the separation PCR, follow these steps to verify the last date of employment.

* 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.
* 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.
* Using the SAP Portal, select one of the following E-PCR template options:
* SEPARATION – employee has only one active assignment
* END ADDITIONAL APPOINTMENT – employee has multiple assignments and at least one will remain active.
* Enter the Effective Date on the PCR using the date established from time entry.
* Complete the remainder of the PCR including the Comments section. 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. Human Resources will then inactivate the employee’s file.
* Forward the PCR for approval and routing to the HR Master Data Center for processing.
* **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.

* **Retain departmental personnel records for five years**

***This form is for departmental use only – do not send to Human Resources***