



HR Procedure for Separation of Employment

I. Voluntary Separation

1. When an employee tenders his or her resignation, the supervisor immediately notifies Human Resources by calling extension 4114. Human Resources will generate a PASS form with the employee's last work day and reason for separation.
2. The original resignation letter is submitted to Human Resources within two (2) days of receipt and a copy kept for the department files.
3. The separation checklist located on the HR web page at www.indstate.edu/humres/compensation/other is saved and printed by the supervisor.
4. The immediate supervisor completes the name, Banner identification number, and separation date (see Section I).
5. The checklist is given to the resigning employee and the employee must attach e-mail verification from all departments listed on the separation checklist.
6. The employee returns the completed separation checklist form to the supervisor for signature.
7. The supervisor signs the form and submits the completed separation checklist to Human Resources no later than the last workday of the employee.

Note: Retirees should retain their University ID because they continue to have access to the Library and Recreation Center. Retirees will retain access to their ISU MS Outlook and Portal e-mail accounts. In addition, retirees are eligible for a free retiree parking tag through Public Safety.

II. Involuntary Separation*

1. As soon as the decision to separate the employee has been established, the separation checklist located at http://www.indstate.edu/humres/docs/Termination_Checklist-5.pdf is downloaded and requirements reviewed.
2. It is the immediate supervisor's responsibility to make sure the Separation Checklist is completed, signed and returned to Human Resources on the last workday.

*Involuntary separations may not take place without prior approval of the appropriate Vice President and the Chief Human Resources Officer. (ISU Handbook, Section VI-5)