Indiana State University

HR Procedure for Separation of Employment

I.   Voluntary Separation

   1. When an employee tenders their resignation, the supervisor must immediately send the original resignation letter and a reason for separation through campus mail to Human Resources, Attn: Nancy Hauger and/or Erica Myers. If the resignation was an email communication, you may forward the email to HR (nancy.hauger@indstate.edu; erica.myers@indstate.edu). You may retain a copy of the resignation letter for your departmental files, if needed.

   2. Upon Receipt of the resignation letter and reason for separation, Human Resources will initiate the separation process and email communication by sending instructions for completing the separation checklists to the employee and supervisor.

   3. The employee and supervisor will work together to complete all four (4) steps in the HR email communication.

   4. The employee must obtain their supervisor's signature on both (HR and OIT) checklists in addition to IT consultant's signature on the OIT checklist.

   5. Both of the completed checklists will be forwarded to Human Resources (Attn: Erica Myers). HR will mark the separation process as DONE in Banner and file all documents in the employee's personnel file.

      Please Note: Retirees should retain their University ID as they will continue to have access to the Library and Recreation Center (SRC). Retirees will retain access to their ISU email account. 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 supervisor and HR will work together to complete the separation process.

   2. It is the immediate supervisor's responsibility to make sure the Human Resources Separation Checklist and OIT Separation Checklist is completed, signed and returned to Human Resources.

      *Involuntary separations may not take place without prior approval of the appropriate Vice President and the Chief Human Resources Officer, (ISU Handbook, 562.1)