

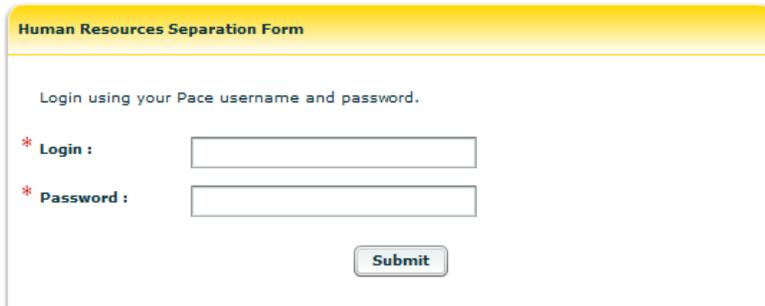
PACE HUMAN RESOURCES SEPARATION SYSTEM GUIDE

<https://appsrv.pace.edu/hr/ipn/SeparationForm/>

(Supported by IE 8, 9, 10 and Firefox)

INITIATING A SEPARATION FOR AN EMPLOYEE

Login to the Separation Form using your Pace Portal user name and password.



The screenshot shows a web form titled "Human Resources Separation Form". Below the title, it says "Login using your Pace username and password." There are two input fields: one for "Login :" and one for "Password :", both marked with a red asterisk. A "Submit" button is located below the password field.

1. To start the separation click **Start Separation** along the top of the page.
NOTE: Separations can **ONLY** be initiated by those with **1) Administrator, or 2) Department Approver roles.** (For roles other than Administrator, the top row of tabs will have fewer options (e.g., Department Approvers may only see: Home, Start Separation, Department Approver, and Search Separation)).
2. **Search** for the employee by entering: Pace UID, First Name, or Last Name, and/or by selecting the appropriate Division, Department, or Employee Group in the drop-down menus, and click **Search**.
3. Click **Select Employee**.
4. Click **Start Separation**.

Department Approvers can perform the separation for those employees in the departments for which they have access. For those departments for which they do NOT have access, it shows as "No Access." If a separation form has already been started for an employee, the status shows as "Separation Exists."

1

Start Separation Department Approver ER Initial HRIS Initial ER Final HRIS Final Search Separation Manage Users

Employee Search

Search form with fields for Pace ID, First Name, Last Name, Division, Department, and Employee Group.

2

Search button

Home Start Separation Department Approver Search Separation

Employee Search

Search form with fields for Pace ID, First Name, Last Name, Division, Department, and Employee Group.

Table with columns: User ID, Employee Name, Department, Division, Select. Contains a list of employees and their details.

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Note: If an employee has a job in more than one department, only their PRIMARY Division will show in the Division column. Clicking "Select Employee" will allow you to start a separation in your Division.

The next page may list other divisions in which the employee has an active job. Click “Start Separation”, and you will be able to start a separation for the Division(s) for which you have access.

Home Start Separation Department Approver Search Separation

Employee Search

Pace ID: First Name: Last Name:
Division: Department: Employee Group:

User ID	Employee Name	Position	Department	Division	Start Separation
<input type="text"/>		BHR011	Staffing and Recruitment	Human Resources	<input type="button" value="Start Separation"/>
		1S0077	Goldstein Health & Fitness Ctr	Student Affairs	No Access

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This screen appears after clicking “Start Separation”:

Home Start Separation Hiring Manager Initial ER Initial HRIS Final ER Final HRIS Search Separation Manage Users

Separation Form

Position Title:	Staffing Coordinator
Employee UID:	<input type="text"/>
Employee Name:	<input type="text"/>
Employee Email:	<input type="text"/>
Position Number:	198388
Division:	Human Resources
Department:	Staffing and Recruitment
Employee Class:	A4
Employee Group:	FT Staff
FTE:	1
Campus :	1-New York City
Last Day Worked:	<input type="text"/>
Separation Reason:	Accepted New Job
Would you rehire?	Select Any
Attach Document:	<input type="text"/> Browse...
Please list all items returned by employee prior to separation. To review a listing of these items, go to Human Resources/Employee& Labor Relations/ Staff Separation process/ Exit Checklist for Hiring Managers:	<input type="text"/>
Final Comments:	<input type="text"/>

5

6

Submit Cancel

(All the employee details are in “read only” format.)

5. The following details are to be filled out by the Department Approver/Administrator:

- Last Day Worked (mandatory)
- Separation Reason (mandatory)
- Would you Rehire? (mandatory)
- Attach Document
- List of items returned by employee
- Final comments

6. Once completed, Click “Submit” to submit the separation form to the next workflow step.

If a separation has already been started for an employee and a User (i.e., the same user or a different one) tries to start a separation for the same employee, the status will show as “Separation Exists.”

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Welcome, [Redacted]
Logged as Department Approver
[Logout](#)

Home Start Separation **Department Approver** Search Separation

Employee Search

Pace ID: [Input] First Name: [Input] Last Name: [Input]
Division: Select a Division Department: Select Department Employee Group: Select Employee Group [Search]

User ID	Employee Name	Position	Department	Division	Start Separation
[Redacted]	[Redacted]	PHR011	Staffing and Recruitment	Human Resources	Separation Exists

The “Department Approver” tab shows separations submitted by the Department Approver and returned to the Department Approver, based on their departmental access.

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Welcome, [Redacted]
Logged as Department Approver
[Logout](#)

Home Start Separation **Department Approver** Search Separation

Pace UID: [Input] Search

Submitted Cases Returned Cases

Initiated Date	PaceID	Position	Division	Employee Name	Separation Status	Last Activity Date
Aug 23 2013 4:22PM	[Redacted]	198050	Human Resources	[Redacted]	Separation is submitted to Initial ER	Aug 23 2013 4:22PM

There is an option to search a user by UID which shows the current status of the separation for that employee.

Clicking on the name re-opens the separation form with employee details and editable fields.

SEARCHING SEPARATIONS:

Department Approvers and other users can search separations to see if one has already been started for an employee. Department Approvers can only view employee details based on their departmental access.

Click the “Search Separation” tab and search for an employee using Pace ID, Employee Name, Status, Division, Department, and/or Employee Group.

Home Start Separation Department Approver Search Separation

Separation Search

Pace ID: Employee Name: Status:

Division: Department: Employee Group:

User ID	Position	Employee Name	Department	Division	Select
	199521		Law Library	School of Law	No Access
	197792		Marketing & Communications	VP University Relations	No Access
	199854		School of Education West	School of Education	No Access
	199854		School of Education West	School of Education	No Access
	UA0270		Psychology PLV	Dyson College of Arts and Sciences	No Access
	199210		Computer Support Law School	School of Law	No Access
	HS0077		Goldstein Health & Fitness Ctr	Student Affairs	No Access
	198873		Security NY	General Services	No Access
	197853		Law Instruction	School of Law	No Access
	HS0077		Goldstein Health & Fitness Ctr	Student Affairs	No Access
	199160		Security NY	General Services	No Access
	197791		Finance and Economics NY	Lubin School of Business	No Access
	PHR011		Staffing and Recruitment	Human Resources	Select Employee
	BP4001		AP - Sponsored Research Eco Develop	VP Strategic Initiatives	No Access
	198363		HR Information Systems	Human Resources	Select Employee
	199970		BS Nurse Education	College of Health Professions	No Access
	198050		Staffing and Recruitment	Human Resources	Select Employee

Workflow Steps:

A separation can be submitted for any type of employee group: FT/PT staff, FT/PT faculty, and Students.

Full-Time Staff:

1. **Department Approver** initiates the separation and submits the form to → **Initial ER**
2. **Initial ER** submits the form to → **Initial HRIS**
3. **Initial HRIS** submits the form to → **Final ER**
4. **Final ER** submits the form to → **Final HRIS**
5. **Final HRIS approves the form.**

Part-Time Staff:

1. **Department Approver** initiates the separation and submits to → **Final ER**
2. **Final ER** submits the form to → **Final HRIS**
3. **Final HRIS approves the form.**

Faculty/Students:

1. **Department Approver** initiates the separation and submits to → **Final HRIS**
2. **Final HRIS approves the form.**

General Notes:

- At each step, the User can send the separation back up the workflow to the previous step if modifications/updates to the separation form are needed.
- When the Department Approver is finished starting a separation form and clicks "Submit," an email notification is sent to the user in the next step in the workflow.
- When a separation form is *returned*, an email notification is sent to Department Approver who initiated the separation.
- When a separation form is finalized for FT/PT staff, an email notification is sent to the Dean/VP and to Benefits.
- When a separation form is finalized for Ft/PT faculty, an email notification is sent to ER, Benefits, and the Department Head/Dean.