INITIATING A SEPARATION FOR AN EMPLOYEE

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

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.”
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.
This screen appears after clicking “Start Separation”:

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.”

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

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.
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.