

# Seward County Community College

## SEPARATION NOTICE

(Complete for all separations)

**IMPORTANT:** Send form to HR within 3 days of receipt of resignation (verbal or written) for all employees. Attach resignation letter.

### EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ ID No: \_\_\_\_\_

### SEPARATION INFORMATION

Position: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

Was advanced notice of separation given?  Yes  No  n/a How Long? \_\_\_\_\_ \*Eligible for Rehire:  Yes  No

**\*IMPORTANT:** If not eligible for rehire, sufficient documentation MUST be included with &/or attached to the Separation Notice.

Does employee have college keys?  Yes  No **If yes, all keys must be turned into the Director of Human Resources.**

Reason and Additional Information for Separation (must be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IT/MULTI-MEDIA INFORMATION

Will this position be refilled?  Yes  No

Do you want email forwarded to anyone?  Yes  No  n/a If yes, who? \_\_\_\_\_

Voice mail will be deleted, where do you want phone calls to be forwarded to if anyone? \_\_\_\_\_

If college cell phone was provided, has it been turned in?  Yes  No  n/a

Do you want My Documents folder moved to:  Supervisor  New Employee  Neither  n/a

Disable all rights to technology?  Yes  No  n/a If no, give reason: \_\_\_\_\_

### COMPLETION OF CONTRACT INFORMATION

*The Completion of Contract Information section **ONLY** needs completed for **adjunct instructors** who complete their class(es) for the semester, if the instructor is scheduled to teach the following semester. However, if the instructor is not returning for the next fall or spring semester, do not complete this section; rather, all sections above must be completed.*

Completion of Contract:  Yes  No  Other \_\_\_\_\_ Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Department/Division:  Ag, Business, Personal Svcs  Allied Health  Humanities  Math, Science & PE  Outreach

### SUPERVISOR/AUTHORIZED REPRESENTATIVE APPROVAL

SUPERVISOR'S SIGNATURE

DATE

### HUMAN RESOURCES USE ONLY

Date Separation Notice received in the HR office: \_\_\_\_\_

scanned & emailed to ITech & Security Supervisor on \_\_\_\_\_ or  n/a

scanned & emailed to FinAid on \_\_\_\_\_ or  n/a

enter termination date on Employee Profile in TCP or  n/a

inactivate User Profile (if employee was a Supervisor) in TCP or  n/a

emailed Dean of Students on \_\_\_\_\_ or  n/a, not an advisor on SIAINST

if employee have/had keys, emailed Maint Secretary on \_\_\_\_\_ or  n/a

Comp Payoff (CSP): \_\_\_\_\_ hrs on \_\_\_\_\_ paycheck or  n/a

Vacation Payoff (V93 or VPO): \_\_\_\_\_ hrs on \_\_\_\_\_ paycheck or  n/a

PPAIDEN (inactivate SCCC & EMP email types) or  n/a

SIAINST (inactivate Instructor &/or Advisor; remove all info) or  n/a

PEAESCH (employment ended) or  n/a

NBAJOBS (still employed, but temp job &/or changing jobs) or  n/a

PEAEMPL (still employed, but temp job &/or changing jobs) or  n/a

PEALEAV (still employed, but make other necessary changes) or  n/a