



Q: What form is needed for a Separation action?

A: Attach the [Separation Sheet](#) to the workflow and attach the resignation letter if there is one. Note: A ZPAR is not needed for a separation action.

Q: What is the separation date?

A: Per [HR Policy 12](#), the separation date is **always the day after the last day worked**.

Q: Who signs the separation sheet?

A: The employee, the supervisor and the person entering the personnel action should sign the form as the *Signature of Official Authorized to remove employee from payroll*.

Q: Are there any other forms I should be utilizing for a separation action?

A: The [Exit Employee Checklist](#) assists employees in the exit process. Please encourage your employee to complete the [CAFE Exit Survey](#), as well.

Q: What needs to be done prior to processing a separation action?

A: **Before** processing a separation action, check to see if the employee has any other “active” assignments. If there are other active assignments, then you would do an “end of assignment” action.

A: What should I do at the end of each semester?

Q: End assignments/performance separation actions for students and PTI's, as needed, after each semester.

Q: When are leave payouts processed for a separating employee?

A: For leave accruing positions please process any applicable [time quota compensation \(416\) payouts](#) in PA30 prior to the applicable payroll deadline using the last day worked date. Note: Please do not use the separation date.

Q: What reason should be used on the separation form?

A: The resignation letter and/or supervisor should provide guidance when selecting the reason. Always attach a resignation letter if one is available. Note: Please avoid marking “other” as the separation reason without first discussing it with the CAFE Business Center HR Team.

Q: Are there any screens that need delimiting when someone separates or transfers to another position?

A: Any active override cost distributions (27 screen/CDEM) should be ended prior to separating the employee in SAP.

Q: How long should the departmental personnel file be maintained?

A: Per Records Retention departmental personnel files should be maintained for 5 years beyond the separation. Click [here](#) for additional information.

Q: Who processes retirement and retiree set back to inactive personnel actions?

A: UK retirements are processed by the UK Retirement Office. Federal retirements are processed by the CAFE Business Center. For additional information please access the [Personnel Action Manual](#).

Pro Tip: Additional resources can be found on the [HR Administrator Resources](#) page and also feel free to access the [Form](#) page.