



**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. Please retain exist checklist in the departmental personnel file.

**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 M-G [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 instead.

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

Q: End assignments/perform 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 leave payouts in PA30 prior to the applicable payroll deadline using the last day worked date. [Click here](#) to access the QRG. 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 M-G 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 (/CDEM) should be ended prior to separating the employee in SAP, as well as any cell phone allowances.

**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 M-G 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 the Separation Sheet and Exit Checklists on our [Forms](#) page.