

Quick Start Guide: Form 109: Report of Separation

Form Approval Process

During the Form 109: Report of Separation process, there will be three possible electronic approvals needed to complete the form. All three roles are named in the "Routing and Approval" section of the electronic form. The two main approvers will always be part of the process:

- **Department Chair/ Dept. Manager/ Lead Worker Approval:**
- **Administrator Approval:** Is the appropriate administrator (MPP-level position)

Additionally, for specific separation reasons:

- **HR Administrator Approval:** [NOTE: The HR Administrator will receive notification first for specific separation reasons (10. Layoff/ 12. Dismissed Disciplinary or Disability/ 13a. AWOL/ 13b. Rejection During Probation/ and 13c. Death). HR Administrative review is necessary due to the nature of the separation reason.]

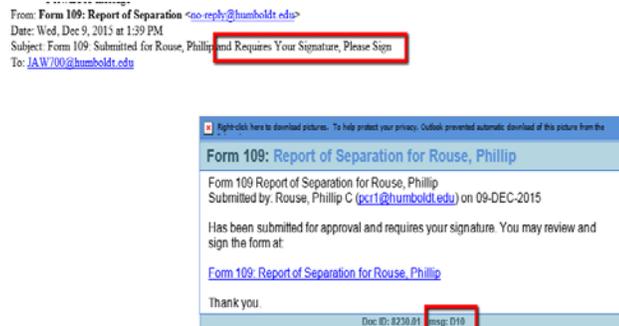
ALL signers/approvers will be notified by email to approve the separation.

Completion of these steps will route the Form 109 to the next signer/approver. When the Administrator signs the form, THE FORM BECOMES LOCKED and is routed to HR and Payroll for review.

When the form is locked after being fully signed, each signer/approver may still access the form link to view information. Deleted forms are not viewable.

Follow the step by step instructions outlined below:

1. Review the email notification with "Form 109: Report of Separation" in the subject line. Each approver will receive a similar email when their review and approval of the form is required.



2. Click on the link to access the form.



3. You may have to provide log in credentials before the form is displayed.



4. Review the form for key dates, separation reason(s), and remarks, if any. You may add a remark also, if the remark adds relevant information to the process.

NOTE: Approvers have the ability to REVISE or DELETE this Form, although the need to do so might be rare. See the Form Submission quick guide for revision instructions and deletion instructions.

Form 109: Report of Separation for Staff and Managers (NOT TO BE USED for any Faculty Position/Appointment Separations)

Doc ID Submitted By Date Created Revised Revised By Revised Date
8230.03 Rouse, Phillip C (pcr1@humboldt.edu) 09-DEC-15 Rouse, Phillip C (pcr1@humboldt.edu)

Name: Rouse, Phillip

HSU ID Department Class Title Time Base CMS Position Position Number
933582293 D30022-Its Project Office Admin Analyst/Spclst 12 Full Time 00022270 225-322-1038-001

Effective Date (last day on pay status): 11-DEC-2015 Last Day PHYSICALLY Worked: 11-DEC-2015

Reason For Separation (check all that apply)

- 1. New position is a major professional advancement (promotion, executive responsibilities, etc.). (\$10)
- 2. New position provides better salary. (\$10)
- 3. New position has better working conditions (teaching load, research facilities, opportunity for self-development). (\$10)
- 4. Employee is dissatisfied with CSU policies, financial support, administration, etc. (\$10)
- 5. Employee is dissatisfied with CSU promotion opportunities and or salary. (\$10)
- 6. Personal reason (health, family, geography, pregnancy). (\$10)
- 7. Spouse obtained employment out of area. (\$10)
- 8. Plan to attend school. (\$10)
- 9. End temporary appointment. (\$31)
- 10. Lay-off. (\$10)
- 11a. Retirement Service (\$70)
- 11b. Retirement Disability (\$71)
- 12. Dismissed Disciplinary or Disability (\$41)
- 13a. AINOK (\$21)
- 13b. Rejection During Probation (\$90)
- 13c. Death (\$95)
- 14. Accepted position elsewhere at HSU.
- 15. Accepted position at other California State agency or campus.

Remarks
TESTING
Form Submitter changed reason to 13a. Dept Chair to ROUSE

5. After review, scroll down to the "Routing and Approval" section of the form. CLICK the "Sign" box next to your name.

Routing and Approval

Submitter: Select the name of the appropriate administrator. Click 'Submit' to submit this form to
Once this form is approved by the appropriate administrator, it is then sent to Human Resource:

Routing and Approval: To the best of my knowledge, the above is accurate and complete.

Department Contact (Defaults to Admin if Left Blank) Budget Analyst (Required for Academic Affairs)
Rouse, Phillip Rouse, Phillip

Department Chair/Manager/Lead Worker Sign Date
Williams, Jeffrey

Administrator Sign Date
Giltzow, Denise

6. After signing, you will be directed to a "Submit Status" page where a confirmation message is displayed.

HUMBOLDT STATE UNIVERSITY

Submit Status

Doc ID
8230.03

You have successfully signed this form. You may now close this window.

Document is currently waiting for others to sign, once fully signed the document will be transmitted to Noli.

Start New Form 109

7. This completes your portion of the approval process. Close the browser window. You may refer to the original email Form 109 link to check progress or review details at any time.

THANK YOU!