



Processing an EHRA/SHRA Employee Separation Action in the HR System

What you need before proceeding with action: The signed resignation letter, official discontinuation notification letter or reduction in force notification letter. Be sure to review the information in the letter and confirm the actual effective date. The effective date of the separation action should be the first day after the last physical work day. The effective date of a retirement action is always the first of the month.

Note: Contact your designated HRIM Specialist and University Payroll if any separation occurs during payroll lockout.

Follow the navigation below to the **Job Data** panel within the HR system to process a separation or retirement action.

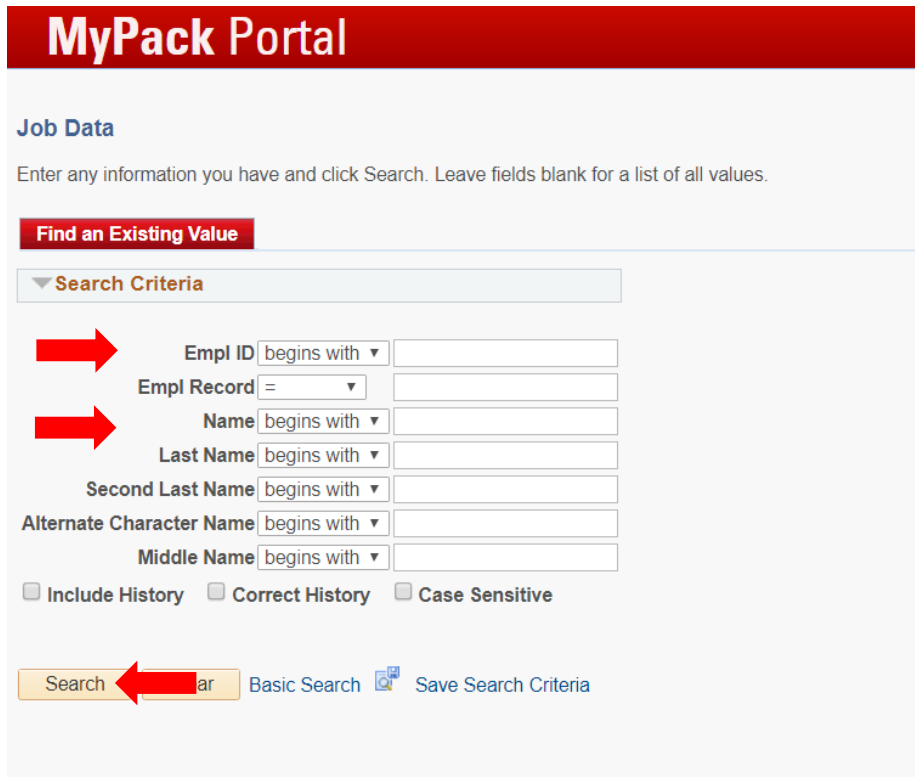
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon  .

Then follow this navigation through the menu options.

Human Resources Systems > Workforce Administration > Job Information > Job Data

Once the **Job Data** panel appears then type in the employee ID number (Empl ID) or name then click Search.



Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Once the employee's information has been located in Job Data, you can now proceed with processing the action.

MyPack Portal
 MYPACK HOME FOR STUDENTS FOR FACULTY & STAFF My Stuff HR DASHBOARD

Wilma Flinstone
Employee
Empl ID 000000001
Empl Record 0

Step 1 (plus sign)

Step 2 (Effective Date: 09/01/2017)

Step 3 (Action: Separation)

Step 4 (Reason: Voluntary Separation)

Step 5 (Save)

Note: Retirement is a separate action in the drop down box. The effective date of a retirement action is the first of the month.

Note: To review the entire list of Action/Reasons with definitions click on the question mark “?”

Note: For questions regarding leave certification and payout contact the [HR-Leave Administration](#) team.

Step 1: click on the plus sign in the top right hand corner to add a row to Job Data

Step 2: the **Effective Date** will default to the current date, update this with the confirmed effective date

Step 3: in the **Action** field, select Separation from the drop down box

Step 4: in the **Reason** field, select the appropriate option from the drop down box

Step 5: click **Save** at the bottom left hand corner

Once saved, the action is complete.

NOTES:

- Forward the separation documentation (signed resignation letter, official discontinuation notification letter or reduction in force notification letter) to the designated HRIM Specialist. For more information, please visit the Best Practices and FAQs section of the HRIM website for more information: <https://hrim.hr.ncsu.edu/frequently-asked-questions/>.
- Leave payout are processed the month following the separation date. For questions regarding leave certification and payout contact the [HR-Benefits and Leave Administration](#) team.