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.

**MyPack Portal**

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

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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.