Processing a Non-Perm Separation in Job Action Request (JAR)

What you need before proceeding with action:

- Appointee's employee ID
- Date of appointee's last day of work
- Resignation letter/email (optional)

To process a JAR separation transaction, use the following navigation instructions to begin. **Contact your college/division HR staff regarding questions about this process or college/division specific requirements.**

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

Click on the Menu icon ☰ Menu .

Then follow this navigation through the menu options.

Human Resources Systems > Job Action Requests (JAR) > JAR (Temps, Students, No Pays) > Separate Employee

NOTE: The HR Quicklinks tile ⟳ from the "HR System Homepage" also provides options to initiate a JAR Separation.

Once the **Separate Non-Perm Employee** panel appears, select the appointee's employee class from the **Employee Class** drop down. Enter the **Separation Date** as the date one day after the last day worked. Enter the **Employee ID** and then click **Search**.

Separate Non-Perm Employees

Search

*Employee Class:
[⌄]

*Separation Date:
[   ] 📅

*Employee ID:
[🔍]

As Of Date:
[10/11/2022] 📅
Note: As Of Date is used only in development/testing.

[Search] [Clear]

1 row returned in 0.18 seconds

Note: The Empl ID number is 9 digits in length.

Step 1: From the list of active appointments, check the box next to the row of the appointment and employee record number that is to be separated

Step 2: Click the **Process Separation** button to advance to the next screen

Step 3: Select the appropriate **Separation Reason** from the drop down

Step 4 *(optional)*: Upload a copy of the appointee's resignation letter/email by clicking **Attachments** to open the upload page

Step 5: If you are not ready to submit the action for approval, click **Save for Later**. This will allow you to come back and make changes before submitting. Click **Submit for Approval** when the transaction is ready.

Navigation to retrieve JAR transactions from the worklist if saved for later:
Human Resources Systems > Job Action Requests (JAR) > JAR (Temps, Students, No Pays) > Worklist

Once the worklist page opens, type in the transaction number and/or employee ID in the appropriate field and click the "Search" button to retrieve a transaction. When the transactions appears in the search results click on the "Transaction ID" to open and continue.

Separate No Pay for AG00285183

Approve Job Request

As Of Date: 10/11/2022

Transaction ID: AG00285183   Empl ID: [redacted]   Rcd #: 0   Name: [redacted]   Empl Class: No Pay

Department: 426301   Environmental Health & Safety

Supervisor: [redacted]

Make this separation effective on this date: 10/28/2022
(Enter the day after the last day of work)

Separation Reason: End Appt, Concl No-Pay Affil

Comments for Reviewers / Approvers   Show Comments

Step 6

Approve   Pushback

Step 6: Final approval for non-perm appointments, including separations, is completed at the Department or College/Division level (contact your college/division HR to confirm roles). Final approvers should review the separation date and reason, and if applicable, compare the information to the resignation letter. If the information is correct, click the **Approve** button. If the information is incorrect, add a comment indicating what needs to be corrected, and click the **Pushback** button to send the transaction back to the initiator level of the workflow for correction.

Once the transaction is approved, a separation row matching the effective date on the JAR transaction will be added to the appointee's record in Job Data. The appointee and his/her supervisor will receive an email up to seven days prior to the separation date notifying them of the separation and impending loss of system access. Emails are not sent for separations entered retroactively.