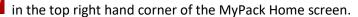
Processing a Non-Perm Separation in Job Action Request (JAR)

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



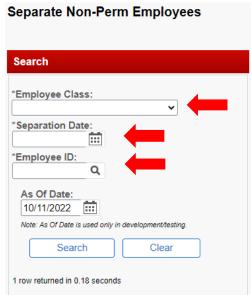


Then follow this navigation through the menu options.

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

NOTE: The HR Quicklinks tile of 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.

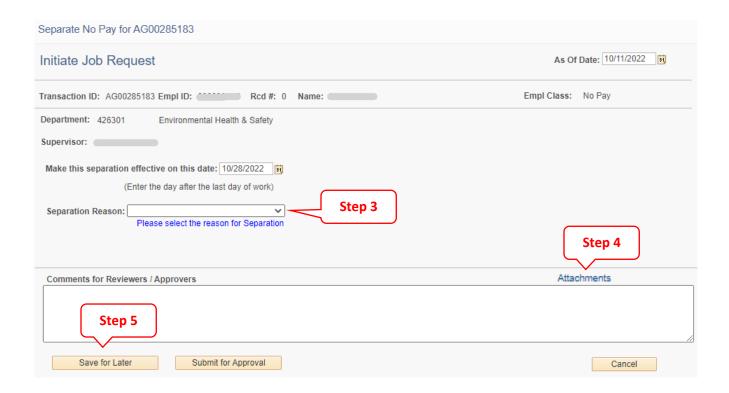


Note: The Empl ID number is 9 digits in length.



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



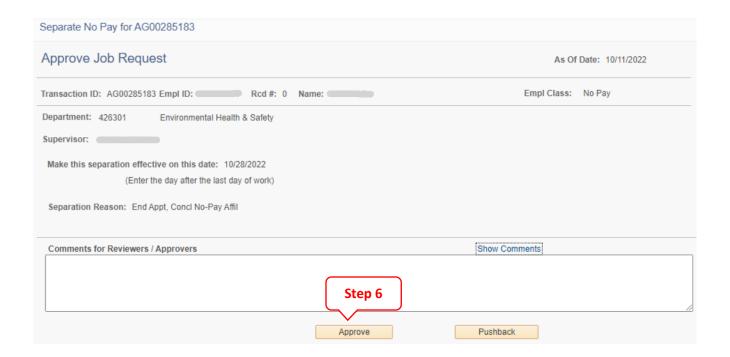
Step 3: Select the appropriate Separation Reason from the drop down

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.



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.