

Seward County Community College

SEPARATION NOTICE

(Complete for all separations)

IMPORTANT: Send form to HR within 3 days of receipt of resignation (verbal or written) for all employees. Attach resignation letter.

EMPLOYEE INFORMATION

Employee Name: _____

ID No: _____

SEPARATION INFORMATION

Position: _____

Last Date Worked: _____

Was advanced notice of separation given? ☐ Yes ☐ No ☐ n/a How Long? _____ *Eligible for Rehire: ☐ Yes ☐ No

***IMPORTANT:** If not eligible for rehire, sufficient documentation MUST be included with &/or attached to the Separation Notice.

Does employee have college keys? ☐ Yes ☐ No **If yes, all keys must be turned into the Director of Human Resources.**

Reason and Additional Information for Separation (must be specific):

IT/MULTI-MEDIA INFORMATION

Will this position be refilled? ☐ Yes ☐ No

Do you want email forwarded to anyone? ☐ Yes ☐ No ☐ n/a If yes, who? _____

Voice mail will be deleted, where do you want phone calls to be forwarded to if anyone? _____

If college cell phone was provided, has it been turned in? ☐ Yes ☐ No ☐ n/a

Do you want My Documents folder moved to: ☐ Supervisor ☐ New Employee ☐ Neither ☐ n/a

Disable all rights to technology? ☐ Yes ☐ No ☐ n/a If no, give reason: _____

COMPLETION OF CONTRACT INFORMATION

The Completion of Contract Information section *ONLY* needs completed for adjunct instructors who complete their class(es) for the semester, if the instructor is scheduled to teach the following semester. However, if the instructor is not returning for the next fall or spring semester, do not complete this section; rather, all sections above must be completed.

Completion of Contract: ☐ Yes ☐ No ☐ Other _____

Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

Department/Division: ☐ Ag, Business, Personal Svcs ☐ Allied Health ☐ Humanities ☐ Math, Science & PE ☐ Outreach

SUPERVISOR/AUTHORIZED REPRESENTATIVE APPROVAL

SUPERVISOR'S SIGNATURE

DATE

HUMAN RESOURCES USE ONLY

Date Separation Notice received in the HR office: _____

☐ scanned & emailed to ITech & Security Supervisor on _____ or ☐ n/a

☐ scanned & emailed to FinAid on _____ or ☐ n/a

☐ enter termination date on Employee Profile in TCP or ☐ n/a

☐ inactivate User Profile (if employee was a Supervisor) in TCP or ☐ n/a

☐ emailed Dean of Students on _____ or ☐ n/a, not an advisor on SIAINST

☐ if employee have/had keys, emailed Maint Secretary on _____ or ☐ n/a

☐ Comp Payoff (CSP): _____ hrs on _____ paycheck or ☐ n/a

☐ Vacation Payoff (V93 or VPO): _____ hrs on _____ paycheck or ☐ n/a

☐ PPAIDEN (inactivate SCCC & EMP email types) or ☐ n/a

☐ SIAINST (inactivate Instructor &/or Advisor; remove all info) or ☐ n/a

☐ PEAESCH (employment ended) or ☐ n/a

☐ NBAJOBS (still employed, but temp job &/or changing jobs) or ☐ n/a

☐ PEAEMPL (still employed, but temp job &/or changing jobs) or ☐ n/a

☐ PEALEAV (still employed, but make other necessary changes) or ☐ n/a