



Please Note: If information from Workday is required during completion of this form, the link below must be used to access the system. Failure to use this link may result in an "Unknown Error" during submission and form data will be lost.



This form is used to initiate a separation for a current employee or to end a graduate appointment. This could be as a result of resignation, termination, retirement, lack of work, or transferring a full-time employee who has accepted a full-time position in another work unit within the University.

NOTE: Form should not be submitted until employee has all time worked and time off entered, submitted and approved up to the date of separation. If time worked and time off is not approved up to date, this could impact pay and time off balance payouts.

For additional information on completing this form, please see the [Manager Form Instructions - Initiate a Separation \(Voluntary or Involuntary\)](#). **You can also hover your cursor over the fields below for additional details.**

INITIATE SEPARATION (VOLUNTARY OR INVOLUNTARY)

Requestor Information

Manager : *

**User ID
(abc123) :** *

**Requests
(Single or
Multiple) :** * Single

Work Unit : * Select...

**Subject (Key
Word/Tag) :**

Effective

date (If Multiple, indicate earliest) : *



Primary Reason for Separation : *

Select...

Time Type of Separating Individual(s)

Time Type : *

Select...

Individual Information

First Name : *

Last Name : *

9-Digit PSU ID # : *

Supervisory Org ID : *

Job or Appointment Title Ending (for Multiple Jobs) : *

Separation Information

Date Resignation Submitted :



Rehire Status

A 'No' selection should only be made after consultation with your unit HR Office. Employees determined to be NOT Eligible for Rehire are permanently prohibited from working for the University in the future.

Eligible for Rehire : *

Yes

Staff

Does this individual have a standard Monday to Friday, 8 hours-per-day schedule? :

Select...

Work Schedule :

Approval

I attest that the [HR102 Transfer/Separation Checklist](#) will be completed : *

Comments

Attachments

May attach resignation letter.

Add files...

Submit Request



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