



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. (Workflows Termination, WTER, NPDL)

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.

INITIATE SEPARATION (VOLUNTARY OR INVOLUNTARY)

Requestor Information

Manager : *

Access ID : *

Number of Separation Request(s) : Single
*

Work Unit : * Select...

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

Separation
Effective
Date (Last
Day of Work)
: *



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 Select...

schedule? :

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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