**Employee Separation Form**

Once completed, please send to [hr@shoreline.edu](mailto:hr@shoreline.edu) or drop off at the HR Office in Bldg. 1000

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| **Section 1 – Employee Information\*** |
| **A.** Employee Name Click or tap here to enter text. Empl ID Click or tap here to enter text.  Today’s Date Click or tap to enter a date. Title Click or tap here to enter text.  Department Choose an item. Supervisor Click or tap here to enter text.  **B.** Last day of employment Click or tap to enter a date. *(last day physically working or last day on approved leave)*  *Faculty* - Separation at end of quarter?  Yes  No End of contract?  Yes  No  *Tenured Faculty* – Applying/approved for Emeritus Status Yes No *For more information, contact Faculty Senate Chair*  **C**. **Resignation-**  All Positions  1 Position- Specify continued position Click or tap here to enter text.  No need to transfer leave  Transfer to this state/higher ed institution Click or tap here to enter text.  **Retirement-** (All positions)  **Temp/Contract End-** Only position  1 Position- Specify continued position Click or tap here to enter text.  **College-Initiated Separation-** Eligible for rehire?YesNo  **D.** Notes(optional)**:** Click or tap here to enter text.  **E.** Exit Interview Preference:  Meeting with the HR Executive Director Online Survey [HERE](https://forms.office.com/r/6RJdR2pbAJ)  **Separation Notes:**   * Personal contact email & address should be updated in ctcLink. * Shoreline email will expire at the end of business on last working day. * CtcLink access will continue with view of pay history and W-2’s only.   **Form Completed By:  Separating Employee  Supervisor  HR  Other:**Click or tap here to enter text. |
| **Section 2 – To be completed by HR** |
| Sep. notice received Click or tap to enter a date. Ack. & separation checklist sent Click or tap to enter a date.  ctcLink- Job Terminated  Removed OHC Permission  TSS Notified  Direct reports -> new supervisor.  CSL Click or tap here to enter text. NSL Click or tap here to enter text. Vaca Click or tap here to enter text. VEBA cash out needed Yes No Notes: Click or tap here to enter text. |
| **Section 3- To be completed by Benefits/Payroll** |
| Final Check Processed \_\_\_\_\_\_\_\_\_\_\_ CTC Health Benefits Termed \_\_\_\_\_\_\_\_ Pay 1 Termed \_\_\_\_\_\_  Time Reporting Status set to inactive \_\_\_\_\_\_ Compensatory Plan Status inactive (C07) \_\_\_\_\_\_  Vacation Balance \_\_\_\_\_\_ Sick Leave Balance \_\_\_\_\_\_\_\_\_ Compensatory Balance (C07) \_\_\_\_\_\_\_\_  Vacation Leave:  Transferred  Cashed Out  Sick Leave:  Transferred  VEBA Processed (*Retirement* *only)* NSL: No action needed  Notes: **Click or tap here to enter text.** |

\*Employee Information in Section 1 should be completed by:

* Resignation/Retirement – Employee
* End of A/E Contract – HR Consultant
* End of Classified Temp Contract- HR Consultant
* College-Initiated Separations- Supervisor or HR Executive Director