**Employee Separation Form**

Once completed, please send to 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?[ ] Yes[ ] No**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 neededNotes: **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