

**Hourly / Student Employee Separation Notice**

Once completed by supervisor, please send to [hr@shoreline.edu](mailto:hr@shoreline.edu)

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| **Section 1 – To be completed by SUPERVISOR** |
| Today’s Date Click or tap to enter a date.   1. Employee Name Click or tap here to enter text. Employee/CtcLink ID Click or tap here to enter text. 2. Employee Title Click or tap here to enter text. Department Click or tap here to enter text. 3. Supervisor Click or tap here to enter text. 4. Last day physically working Click or tap here to enter text. 5. Supervisor Signature |
| **Section 3 – To be completed by HR** |
| Separation notice received \_\_\_\_\_\_\_\_\_\_\_\_\_ ctcLink- Job Termination\_\_\_\_\_\_ Only Record? \_\_\_ yes \_\_\_no  Remove Absence Management \_\_\_\_\_\_ TSS Notified \_\_\_\_\_\_\_ Financial Dept Notified \_\_\_\_\_\_ |
| **Section 4- To be completed by Benefits/Payroll** *(initial next to completed process)* |
| Final Check Processed \_\_\_\_\_\_\_\_\_\_\_ CTC Health Benefits Termed \_\_\_\_\_\_\_\_\_\_ Pay 1 Termed \_\_\_\_\_\_\_\_\_\_\_  Time Reporting Status set to inactive \_\_\_\_\_\_ Vacation Balance \_\_\_\_\_\_ |
| Notes: |

Completed forms saved in SharePoint and employee file