



HICKMAN MILLS PERSONNEL ACTION FORM

PERSONNEL SEPARATION REQUEST

PROTOCOL

In the event a Hickman Mills employee voluntarily separates or is terminated from their job, a completed and signed Personnel Separation Request form is required. The following are necessary for separation/termination of all employees:

- Completed and signed Personnel Separation Request Form
- Supporting documentation
 - Letter of Resignation
 - Termination documentation
- Final time sheet if applicable
- Employee Payout Calculation Form

E-mails, spreadsheets, and notes will not be accepted for separations/terminations. The form shall be signed by the requestor/applicable school administrator/director.

Note: The administrator/director/supervisor is responsible for timely return of all Hickman Mills school property issued to the separating employee.

After completion, the following steps of approvals and implementation are as follows:

1. The signed request is forwarded to the HR Director for approval.
2. The HR Director reviews and approves the request.
3. The approved request form is sent to the Business Department for approval.
4. The Business Manager reviews and approves the request.
5. The Business Manager presents the approved request to the applicable HR staff member (non certified or certified HR administrative secretary) responsible to make the employee termination and job vacancy.
6. After HR employee separation and job vacancy are complete in SISFIN personnel screens, HR confirms the task is complete by checking off and initialing the appropriate confirmation box.
7. HR forwards the completed request to the applicable PR staff member responsible for the job classification (non certified or certified PR specialist).
8. After Payroll employee separation is complete in SISFIN payroll screens, Payroll confirms the task is complete by checking off and initialing the appropriate confirmation box.
9. After completion, copies of the completed Personnel Separation Request form are distributed to Payroll and HR which are then filed in the applicable employee's Personnel and Payroll file folders.
10. A completed copy of the Personnel Change Request form is also distributed to the Benefits Clerk for insurance purposes and to Technology for school directory and other updates as applicable.



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PERSONNEL SEPARATION REQUEST

Employee Name: _____ (Last) _____ (First) _____ (Middle Name)

Social Security Number: _____ - _____ - _____ Certified Non Certified

Current Position Title: _____ Job Number: _____

School/Department: _____ Supervisor: _____ Position Number: _____

Separation Effective Date: _____ Last Day Worked: _____

Separation Reason: Resignation Termination Retirement

Comments: _____

Employee Final Salary Payment Calculation: _____
 (Payout Calculation Form to be attached)

Final Payment Due: \$ _____ Benefits End On: _____ (Date)

District Equipment Issued:	Equipment Returned: (Date)	Received By: (Initials)
<input type="checkbox"/> Blackberry	_____	_____
<input type="checkbox"/> Cell Phone	_____	_____
<input type="checkbox"/> Credit Card	_____	_____
<input type="checkbox"/> Desk Top Computer	_____	_____
<input type="checkbox"/> ID Badge	_____	_____
<input type="checkbox"/> Keys (vehicle, building, classroom)	_____	_____
<input type="checkbox"/> Lap Top Computer	_____	_____
<input type="checkbox"/> Radio	_____	_____
<input type="checkbox"/> Tools	_____	_____
<input type="checkbox"/> Uniform	_____	_____
<input type="checkbox"/> _____	_____	_____

Approvals:

Administrator/Director _____ Date: _____
 (Signature)

Human Resources Director _____ Date: _____
 (Signature)

Business Manager _____ Date: _____
 (Signature)

Benefits _____ Date: _____

Confirmations: (check and initial) _____ (Signature)

Personnel
 Payroll
 Job List
 Benefits
 Technology
 Core Data