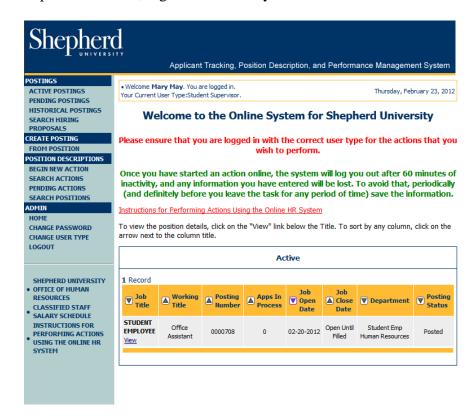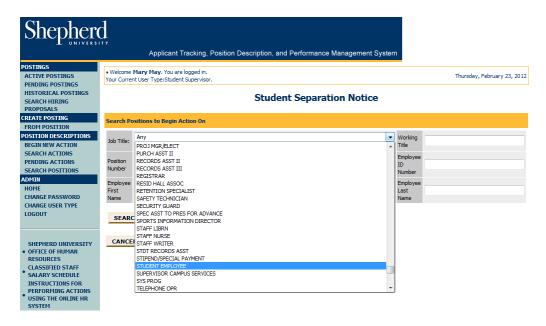# Instructions to Begin a Student Separation Notice

This action is used to remove a student employee from a Student Employee Position. To begin a Student Separation Notice, log in to the HR System Administration site.

Look at the top of the Welcome Screen and ensure that you are logged in as Student Supervisor. If not, you will need to change your user status to reflect Student Supervisor as your user type. Click on "Begin New Action" from the left-hand navigation bar and the screen below will appear.

To begin a Student Separation Notice, click on the "Start Action" link just below "Student Separation Notice" and a screen similar to the one on the following page will appear.

Select the Job Title of "Student Employee" and click on the "Search" button.
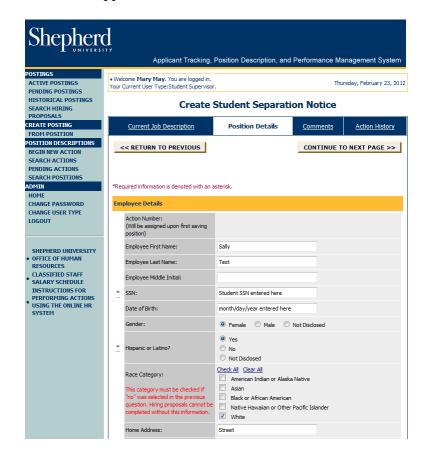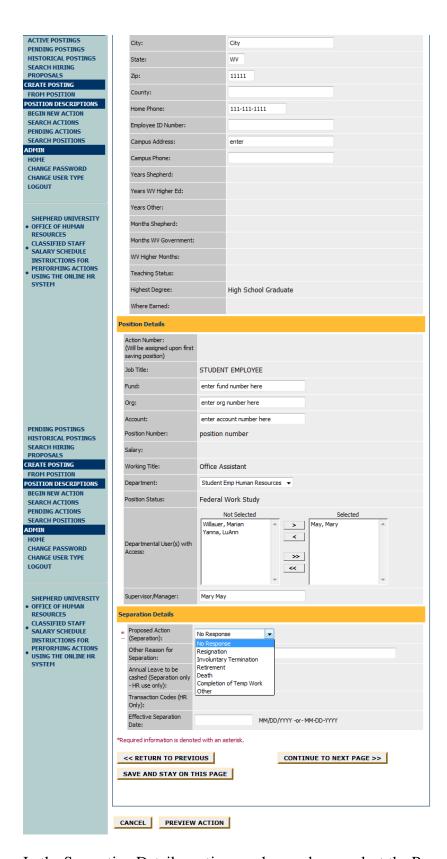

Select the position that you want to start a separation on and click the "Start Action" link which is located just below the Job Title. On the following page is a screen similar to the one that will appear.

You will see several tabs across the top. Click on the "Position Details" tab and a screen similar to the one on below will appear.

City:	City
State:	WV
Zip:	11111
County:	
Home Phone:	111-111-1111
Employee ID Number:	
Campus Address:	enter
Campus Phone:	
Years Shepherd:	
Years WV Higher Ed:	
Years Other:	
Months Shepherd:	
Months WV Government:	
WV Higher Months:	
Teaching Status:	
Highest Degree:	High School Graduate
Where Earned:	

Position Details

Action Number: (Will be assigned upon first saving position)	
Job Title:	STUDENT EMPLOYEE
Fund:	enter fund number here
Org:	enter org number here
Account:	enter account number here
Position Number:	position number
Salary:	
Working Title:	Office Assistant
Department:	Student Emp Human Resources
Position Status:	Federal Work Study
Departmental User(s) with Access:	Not Selected: Willauer, Marian; Yanna, LuAnn — Selected: May, Mary
Supervisor/Manager:	Mary May

Separation Details

* Proposed Action (Separation):	No Response
Other Reason for Separation:	
Annual Leave to be cashed (Separation only - HR use only):	
Transaction Codes (HR Only):	
Effective Separation Date:	MM/DD/YYYY -or- MM-DD-YYYY

Dropdown options: No Response, Resignation, Involuntary Termination, Retirement, Death, Completion of Temp Work, Other

*Required information is denoted with an asterisk.

[<< RETURN TO PREVIOUS] [CONTINUE TO NEXT PAGE >>]
[SAVE AND STAY ON THIS PAGE]

[CANCEL] [PREVIEW ACTION]

In the Separation Details section, as shown above, select the Proposed Action and enter the effective date.

Click "Preview Action". Review all the information, if there is anything that needs to be changed, click on "Edit" and make the changes. At this point you can either save without submitting, or submit the action to Student HR. Click on "Continue" and then "Confirm".