

**HUMAN RESOURCES**
Personnel Action Form
Separation

This form is not utilized for employees transferring within the University of Akron. Please refer to the Transfer Process on the HR website.

Employee ID for
Separating Employee:

Date Prepared:

Preparer's Initials:

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
Last Day Worked	Job Data			
	Action	Reason	FT or PT	Temp or Reg
Position #	Campus and Department		Job Function	Job Family

Primary Title

Secondary Title(s)

Will the employee be returning to UA through reemployment program?

COMPENSATION

Base Contract Rate	Contract Basis	Account and %	Account and %	Account and %
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COMMENTS**Required Actions for Separation:**

- Please attach a copy of the submitted resignation/retirement letter or notice when routing the Separation form for processing.
- Human Resources will initiate the electronic [Separation Clearance Process](#) upon receipt of the personnel action form.
- The separating employee and the immediate supervisor will receive an email notification that the clearance process has been initiated and a listing of actionable items.
- The Electronic Clearance Process routes to departments to clear any possible outstanding obligations and to Human Resources for final sign-off and submission for release of final payroll.

SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Appointing Authority (If Applicable)	Date	Vice President/Provost/President (If Applicable)	Date

OFFICE USE ONLY

In HR	BOT Date	Proc By	Job Req Cr	SPRC Approval
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