



SEPARATION

Click on 'Review Appointments' tab

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Review/Approve Timesheet
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Search for employee by First, Last name, or Empl ID

Specify the parameters you would like to search for

PAF Date: (From) <input type="text"/>	(To) <input type="text"/>	Fiscal Year: 2020 <input type="text"/>
Name: (Last) <input type="text"/>	(First) <input type="text"/>	PAF Type: <input type="text"/>
PAF Status: <input type="text"/>	Title: <input type="text"/>	Empl ID: <input type="text"/>
Dept No: <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="New PAF"/> <input type="button" value="Close"/>	

Click 'Search'

Search	New PAF	Close
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Click on 'View PAF' on the right hand side of the screen when you have found the employee you wish to Separate.

PAF Date	Dept Code	Dept Name	Last Name	First Name	Empl ID	Title	Status	Control #	
11/22/2019	1000	Administrative	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	ACTIVE	1152398	View PAF

At the bottom of the PAF, click on 'Separation'

Approval Signatures					
Supervisor	<input type="text"/>	<input type="text"/>	Chair/Director	<input type="text"/>	<input type="text"/>
VP/Prov	<input type="text"/>	<input type="text"/>	H/R Officer	<input type="text"/>	<input type="text"/>
Deny this PAF	<input type="text"/>	<input type="text"/>			
Print		E-Mails		Revision	
Modify		Remove		Separation	
Close					

Include:

- Separation Date
- Reason: Select from the drop down menu (Expiration: Appointment is expired, Resignation: the employee has resigned from the position, Termination: the appointment is being terminated, Other Reason: can be used for the death of an employee)
- Add a brief comment if needed

Action Type:	● Separation		Year:	2020
Date:	12/13/2019	Empl ID:	<input type="text"/> Search Employee	
* Last Name:	<input type="text"/>	* First Name:	<input type="text"/>	
* Address:	<input type="text"/>	* City:	<input type="text"/>	
* State:	<input type="text"/>	* Zip:	<input type="text"/>	
Phone #:	<input type="text"/>	Work Phone:	<input type="text"/>	
* Title:	College Assistant H	Position #:	<input type="text"/>	JSN: 1
* Rate/Hour:	15.30	* Budget Hrs:	0 /Appt	520 /PAF
* Appt. Start Date:	7/1/2019	* Appt. End Date:	12/31/2019	
* Appt. Initial Date:	3/5/2019	* CUNY College:	LaGuardia Community College	
Separation Date:	<input type="text"/>	Reason:	<input type="text"/>	
LG User ID:	<input type="text"/>	E-Mail:	<input type="text"/>	
Reference #:	<input type="text"/>	* Supervisor:	<input type="text"/>	
Empl Rcd No:	1			
* Work Location:	LGCC-E	<input type="checkbox"/> Student	<input type="checkbox"/> Foreign Student	
Comments:	<input type="text"/>			

Save Cancel

Click 'Save'

Save Cancel