



# Employee Separation Form through DocRoute Guide

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**Human Resources**  
**USA Main Campus**

**Revised 11-22-21**



UNIVERSITY OF  
SOUTH ALABAMA

# Employee Separation Form Purpose:

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The **Employee Separation DocRoute Form** has been developed to ensure more timely termination of employee access to various systems. This form is now available to University General supervisors or their designees for electronic notification to the Computer Services Center of employee and student employee separations.

Supervisors in the University General Division are required to submit an **Employee Separation DocRoute Form** within 24 hours of receiving notification of an employee's separation, to also include separation of postdoctoral fellows, student interns/externs, student assistants, work study students, graduate assistants, and graduate doctoral students.

The **Employee Separation DocRoute Form** is not submitted when an employee or student employee transfers to another department.

The **Employee Separation DocRoute Form** does not substitute for the Personnel Action Form or EPAF. A Personnel Action Form or EPAF must be completed on any separation.



# Employee Separation Form Access:

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The **Employee Separation Form** is accessed through the *Faculty & Staff Logins Page*, using the *Document Routing (DocRoute)* application.

- Select **More Applications** at the bottom of the *Faculty & Staff Logins Page*.
- Scroll down and select **Document Routing (DocRoute)**.
- Log on to DocRoute using your Single SignOn credentials (J number and password).
- Under **DocRoute**, select **Human Resources**, then **Employee Separation**.

You should now be in the **Employee Separation Form** in DocRoute.



# Processing a New Employee Separation Notice

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Click the “**New Employee Separation Notice**” box to initiate a new notice. You will be taken to the Employee Separation Notice Entry Page. The name of the employee who has accessed the page will automatically appear in the “Created By” field.

- Enter the Email Address or Jag Number of the employee that is separating and click FIND. The employee’s name, Email, Jag Number, Title, Faculty Status, Department, Employee Class, and Division/College should automatically default into the fields. If the Department that defaults in is not the department the employee is separating from, please enter the correct department in the “Note” section.
- Enter the Email Address or Jag Number of the Supervisor and click FIND.
- Enter a contact phone number for the supervisor or the supervisor’s designee in case there are any questions.
- Enter the date of the last day actually “worked.”
- Enter the effective date of the separation. The effective date can not be prior to the last day worked. This date is normally the same as the effective date on the Personnel Action Form or EPAF.



# New Employee Separation Notice con't

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- Indicate “yes” or “no” in regard to system(s) security being terminated effective immediately. Answering “yes” would indicate terminating security right away, rather than following the separation date. Contact Human Resources if you have any questions.
- Select the Reason for Separation: Retirement, Resignation, or Termination. Termination is used for layoff, position elimination, end temporary appointment, termination end of leave, termination for cause or deceased.
- You may use the “Note” field to enter any special instructions or information that may be helpful.
- Click “Submit” to forward the notice to the next approver. If you are entering the information for the supervisor identified in the “Supervisor” field, then the notice will be forwarded to the supervisor for approval. If the supervisor is entering the information, clicking submit will automatically approve the form, and it will then be routed to Human Resources for approval.
- Upon submission of the Form, an Employee Separation Notice Edit # will be generated at the top of the Form. Keep a record of the Edit # in case you need to cancel or comment on an existing Employee Separation Notice.
- Once Human Resources approves the notice, it will then be forwarded to the Computer Services Center for processing.



# Canceling an Existing Separation Notice

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Follow the steps below to cancel an existing Employee Separation Notice.

- Go to the *Employee Separation Form* in DocRoute, enter the Employee Separation Number in the *Existing Notice* section and click “Find.”
- If you do not know the Employee Separation Number for an existing notice already submitted, you may search for existing notices under *Browse Notices* section.
- Once you access the *Employee Separation Notice* you wish to cancel, scroll down the form, enter a comment explaining the cancellation reason, and click “Cancel Request.” A comment is required in order to cancel the request.
- If you need to change a separation date, cancel the existing Employee Separation Notice, and submit a new Notice.



# Sample Form – Employee Separation Form:

## Employee Separation Notice Entry

Please complete this Employee Separation Notice within 24 hours of an employee's notification of separation from the University to ensure timely termination of system(s) security. The Employee Separation DocRoute Form does not substitute for the Personnel Action Form. A Personnel Action Form is required for any separation. **Do not use this form for a transfer** to another University department.

\* required fields

### Created By

Name:

Email:

### Employee

Jag Number:\*

enter value then click Find

Find

Name:

Email:

Jag Number:

Title:

Faculty Status:

Department:

Employee Class:

Division/College:

### Supervisor

Email Address or Jag Number:\*

enter value then click Find

Find

Name:

Email:

### Separation Details

Contact Phone if there are any questions:\*

(ex: xxx-xxx-xxxx)

Last Day Worked in Department:\*

Effective Date of Separation from Department:\*

Does the system security need to be terminated effective immediately, rather than following the separation date?\*

Yes  No

Reason for separation\*  Retirement  Resignation  Termination

*Note: Termination can include layoff, position elimination, end temporary appointment, termination end of leave, termination for cause, or deceased.*

Note:

Submit

# Questions

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If you have any questions regarding the *Employee Separation DocRoute Form*, please call Human Resources at 251-460-6133 or email:

[hrcampus@southalabama.edu](mailto:hrcampus@southalabama.edu)

