



**University of Notre Dame
Separation Form Instructions
Rev. 6/2013**

Who uses this form: Person in each department responsible for reporting to HR & Payroll when a staff member or PostDoc/Non-Faculty Researcher ends a job/appointment (if the employee has more than one job) or leaves the University. Notre Dame Faculty separations are handled by the department through the Faculty Profile tool and ND student separations are handled through Student Employment.

How is this form used: To communicate to the Office of Human Resources (Staff) or the Office of Postdoctoral Scholars (PostDoc/Non-Faculty Researcher) when an employee is leaving the University, so that all necessary changes can be made to the HR/Payroll System. It is also used to communicate when a staff member leaves a secondary position. This form should NOT be completed if an employee is transferring from one ND department to another. ALL sections of this form should be completed or it will be returned to the department.

Instructions:

1. Name: Fill in employee's full name
2. NetID or ndID: Fill in employee's NetID or ndID (ndID is the nine digit number located on the back of the Notre Dame ID card).
3. Position Number: Fill in the employee's position number. The position number is found using the peopleEZ reporting tool through insideND. It is important to ensure the proper position number is used in the case of an employee with multiple positions. If you are unable to determine the position number needed, contact the Office of Budget and Planning at 631-9137 for assistance.
4. Position Title: Fill in the position title for the position the employee is leaving.
5. Employing Department Name: Fill in the name of the department employing the individual. This will be the name associated with the Organization Number.
6. Employing Organization #: Fill in the Organization Number associated with the employing department. This may not necessarily be the Organization number used in the FOAPAL for the labor distribution. For example, if an employee in Physics is being charged to a federal grant, the FOAPAL labor distribution will reflect the grant being charged, but the Employing Department Name will be Physics and the Employing Organization Number will be the Physics Organization Number, not the grant's Organization Number.

7. Last Date Worked (Required): Fill in last day the employee worked. The payroll calendar can be found on the Controller's website. Payrolls are processed several days in advance pay date. A Separation Form should be submitted **as soon as possible** for any Staff, PostDoc or Non-faculty researcher.
<http://controller.nd.edu/payroll-services/payroll-schedules/>
8. Additional Pay Information (Staff Only): If the staff member has a balance remaining in his or her vacation bank, fill in the number of hours owed here. Contact Payroll with questions. Do not leave blank. Note: Additional payment for vacation will be either mailed to the employee's home address or added to the last pay, depending on the circumstance.
9. Reason for Separation: Indicate the appropriate reason for the employee's separation. Check only one.
10. Employee Performance (Staff Only): Complete a final review on Endeavor and indicate rating. Circle YES/NO if the review was shared with employee. If no, HR will forward a copy to the employee.
11. Comments: Fill in any necessary additional comments.
12. Approvals: Obtain the necessary signatures – employee's supervisor and department Budget Administrator. For each signature, type in the name, title of the individual, date of approval, and contact phone number on the lines indicated. Route the completed form as follows:
PostDoc/Non-Faculty Research - Office of Postdoctoral Scholars, 502 Main Building.
Staff - Office of Human Resources, 200 Grace Hall.

<https://hr.nd.edu/nd-faculty-staff/toolkits/separation-transfer-toolkit/>