1. Go to Personnel Action - Click on 'Change Employee'

2. Complete the "Reason for Separation" field in the Current (New) column
   (Clicking the 'CHANGE' button before beginning will reveal fields that are required.)

3. Verify that all other populated fields contain the correct information

4. After fields have been updated, click 'CHANGE'. Message at top left of screen should read Update Successful

5. Go to ATTACH TAB (No fields to complete on ACCT TAB for separations)

IN THE KNOW!

Click on Help for detailed lists and information (i.e. list of codes, tutorials, etc.)

- Separation codes associated with Involuntary Separations should only be used when instructed by HRM. Involuntary Separations must have HRM approval.

NOTES:
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