Title	**Job Aid** **Notice Of Voluntary Separation**
Date	
Written by	
Copyright	Kent State University
Process Owner	Human Resources Records Dept.
Get Help	Policy and Procedure: Human Resources Records 330 672-2901 Academic Personnel 330 672-2220
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About the Notice of Voluntary Separation Workflow

The Notice of Voluntary Separation (NOVS) Workflow is an e-form which is used to process **voluntary separations** (retirements, resignations, and other situations.) The form:
1) collects information needed to begin processing an employee who is leaving the University;
2) passes the form to several HR departments for processing;
3) notifies a list of departments who need to know when an employee is leaving.

Involuntary separations are processed through consultation with the Employee Relations unit of Human Resources and the University Counsel.

Status changes such as a temporary change in Employee Class (such as from Faculty to Unclassified, or vice-versa) are processed via the Change in Status form, found in the HR Forms Library.

This workflow should be completed by a department representative, not the employee.

It should be completed only after it is determined that the employee is actually leaving the employment of the University. A signed letter or resignation or retirement must be in hand, and is sent to the Human Resources Records unit (if classified and unclassified staff), or to Academic Personnel (if faculty); for placement in the personnel record.

A letter of resignation is not necessary in from those whose position funding has expired or temporary assignment has ended, or when a part-time term appointment has ended.

Use this form when a Graduate Assistant is resigning from an assistantship.

Use this form when the employee has two jobs, but is resigning from one, as the change in status may impact their benefits eligibility, security access, and more.

When in doubt, use the form. It is reviewed by HR processors who will contact you if they have questions or require other documentation. If you have questions contact:

Human Resources Records 330 672-2901 for classified and unclassified employees.
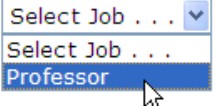Academic Personnel 330 672-2220 for faculty.
IS Help Desk, 330 672-4357 for technical issues.

This form is used for the separation of all types of employees: Graduate Assistants, Classified, Unclassified, and Faculty. The single exception is for **Student** employees, who are processed using the *Discontinuation of Student Job* form, available on the Student Career Services web page.

Workflow order
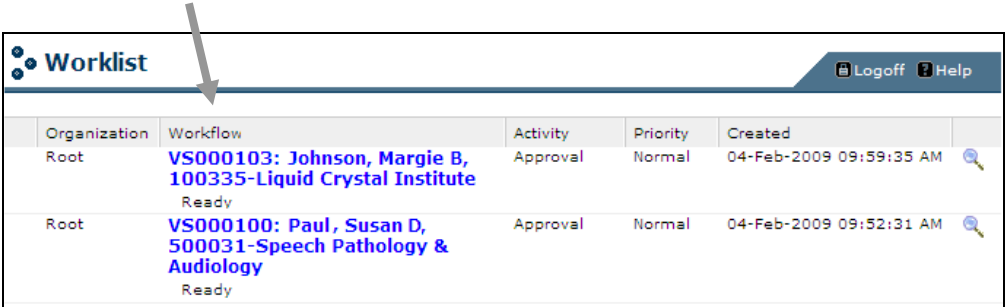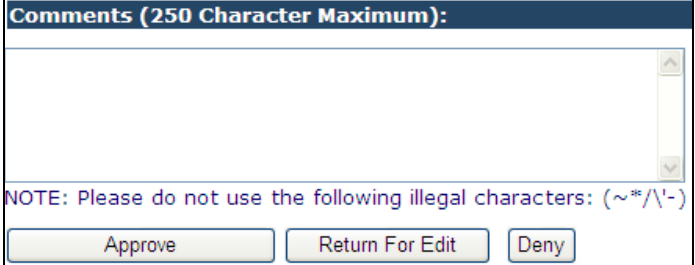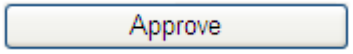
NOVS Workflow Roles and Communication	
Role:	**Will receive confirmations/notifications:**
Initiator	On-screen confirmation message upon submission of a form. E-mail confirmation after submission of a form. E-mail notification if a document is returned for edit. The form will appear in your Worklist. E-mail confirmation when the workflow is complete, or denied.
Approver (Department Head)	The form will appear in your Worklist. On-screen confirmation message upon submission of a form.
HR Records processor or Academic Personnel processor	The form will appear in your Worklist. On-screen confirmation message upon submission of a form.
HR Benefits processor & Payroll processor	The form will appear in your Worklist. On-screen confirmation message upon submission of a form.
Other Departments	Members of the "NOVS Notification " distribution list receive an E-mail when processing is complete. The list includes: Parking Services IS Security Division budget officers Recreation Services Procurement FlashCard Office Advancement Office Regional Campus Administration Regional Campus Budget Office (others) Contact HR Records to suggest additions to this list.

Initiate a Voluntary Separation Workflow Form

1	Log in to **FlashLine** at http://www.kent.edu or your campus web page.	**FlashLine Secure Login** User Name Password
2	Click the **Action Items** tab	**My Action Items**
3	In the **Workflow & Utilities** channel, locate the list of **Workflow** documents. Click **Notice of Voluntary Separation**.	**Workflow & Utilities** **Notice of Voluntary Separation**
4	Click the **checkbox** to initiate a new form.	Begin a Voluntary Separation Form: ☐
5	Type the employee's **Banner ID.**	*Banner ID:
6	The screen will refresh and display the employee name and some codes.	Employee Name: **Wayons, Cynthia S**
7	Click the employee's **job title** in the Job list, even if they have only one position.	Select Job . . . ▼ Select Job . . . Professor
8	The Position Number will populate, as well as the Title, Department, Campus, Unit, and Division information. *Check to make sure that the correct position displays.*	Position Number(s): **848449** Department: **100221 - Adult C** Unit: **College of Educ, Health**
	Provide Last Working Date and Forwarding Address	
9	Type the **Last Working Date** MM/DD/YYYY.	*Last Working Date:
10	Type the **date** that the person's forwarding address becomes effective. Select either **USA** or **International** address.	**FORWARDING ADDRESS:** *Date Forwarding Address Effective: *Postal Delivery Type: ○ U.S.A. ○ International
11	When **USA** is selected, fields appear for Street, City, State, Zip, and Phone. Fill in the forwarding address and phone.	⦿ U.S.A. ○ International *Street 1: 1211 Sunnydaze Ln Street 2: *City: Tangelo *State: Forwarding Phone #: 792-455-2544
12	A **comment** field is provided for additional remarks concerning the forwarding address.	Address Comments:202 more characters This is a home mailing address and phone number. NOTE: Do not use the following illegal characters: (~*/\'-)

13	When **International** is selected, a free text field appears, followed by a comment field for additional remarks. Type the international forwarding address.	⦿ International *Address: [text field]
14	Depending upon the policy for the type of voluntary separation you are processing, a note will appear reminding you to submit supporting documents.	*Please send a copy of the Reason for Separation letter by 2/3/2009 2:27:56 PM.*

Select the Voluntary separation Reason and Reason Code

15	Select a **Reason** for voluntary separation from the list and type additional comments as needed.	*Choose Reason: Select Reason ▾ Select Reason Resignation Retirement Other Comments (Optional)
16	Each Reason has a related list of **Codes**. Select the code which applies to this voluntary separation. If you do not see an appropriate code, check the **Reason** to see if it is correct. Note that selecting *Code 70-Deceased* presents a date field which must be completed.	*Choose Reason: Resignation ▾ * Select Code and Description. . . ▾ Select Code and Description. . . 10 - Accept Other Employment 11 - Job Dissatisfaction 12 - Medical Reason 13 - Attend School 15 - Personal Reasons 17 - Resign While on Layoff 19 - Relocation 21 - Resignation Reason Unknown --- *Choose Reason: Retirement ▾ Select Code and Description. . . ▾ Select Code and Description. . . 60 - Regular Retirement 61 - Early Retirement 62 - Disability Retirement --- *Choose Reason: Other ▾ * Select Code and Description. . . ▾ Select Code and Description. . . 41 - Expiration of Funding 53 - End of Temporary Assignment 70 - Deceased --- *Choose Reason: Other ▾ * 70 - Deceased ▾ *Date of Death: [ ]

Complete and Submit the Form

17	The **Checklist for Terminating/Transferring Employee** is linked for your convenience.

Document:
Checklist for Terminating/Transfering Employee

18	Type your **work telephone number** in the field provided.

CONTACT INFORMATION:
*Please enter a telephone number where processors can contact you if they have questions regarding this voluntary separation.
Requestor Contact #: 330 672-1254

19	Click the **checkbox** to verify that you have received a letter of resignation or retirement.

CONFIRMATION:
☑ *By checking this box, I confirm that a letter of resignation or termination form has been received by this office and forwarded (via fax, pdf file or campus mail) to either Academic Personnel or HR- Records for proper filing pursuant to University Policy Regarding Records Retention Policy 3342-5-15.

20	Review the form for errors, click **Submit**.

Submit
*Required Field

21	When you click **Submit**, the message below appears to confirm the form submission.

You have successfully submitted this workflow.

To view or track the progress of this document, it can be retrieved from the historical documents view. The historical view can be accessed by selecting the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.

22	The form will be sent to your Department Head for approval. It will appear in that person's **Worklist**. The Department Head will see the form in his or her worklist. The form initiator (you) will receive a confirmation **e-mail**.

Approve a Voluntary Separation Form (or Edit a Returned Form)

1	Log in to **FlashLine** at http://www.kent.edu or your campus web page.	FlashLine Secure Login / User Name / Password
2	Click the **Action Items** tab.	My Action Items
3	Locate your Worklist channel.	My Worklist
4	Best practice is to click Open Workflow for a full-screen view.	▶ Open Workflow
5	Workflow forms waiting for your action appear in the list. Click a **Workflow name** to open the form: Worklist 🔒Logoff ❓Help Organization / Workflow / Activity / Priority / Created Root — VS000103: Johnson, Margie B, 100335-Liquid Crystal Institute — Ready — Approval — Normal — 04-Feb-2009 09:59:35 AM Root — VS000100: Paul, Susan D, 500031-Speech Pathology & Audiology — Ready — Approval — Normal — 04-Feb-2009 09:52:31 AM	
6	Review the form detail. Approvers are not able to change form information. If changes are necessary, describe them in the **Comments** field, and click **Return For Edit.** Comments (250 Character Maximum): NOTE: Please do not use the following illegal characters: (~*/\'-) [Approve] [Return For Edit] [Deny]	
7	If no changes are needed, click the A**pprove** button.	Approve
8	The following confirmation message will appear: **You have successfully approved this workflow.** *To view or track the progress of this document, it can be retrieved from the historical documents view. The historical view can be accessed by selecting the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.*	
9	The **Deny** button stops the workflow form. The form will not advance, nor return to the initiator.	Deny

Check the Status of a Voluntary Separation Form

1	Log in to **FlashLine** at http://www.kent.edu or your campus web page.	FlashLine Secure Login / User Name / Password
2	Click the **Action Items** tab	My Action Items
3	In the **Workflow & Utilities** channel, click the **Notice of Voluntary Separation** link, found in the **Workflow** list.	Workflow & Utilities / Notice of Voluntary Separation
4	Click the **Historical** search link.	Click here to search for Historical Voluntary Separation Forms
5	One way to search for a form is by the **employee Banner ID**, **employee name or name part**, or **department name/name part**. --You do not have to enter all three.---	Employee Information Banner ID: Employee's Name: %Abraham% Department: Tip: Use percent signs (%) as wild cards before and after the search string.
6	Another way to search is by typing any part of the workflow form's unique name. (The name is provided in the verification e-mail.) You can type the **form ID number**, The **person name or part of name**, or the **department name or part of name**.	Workflow Information Workflow Specific Name: %VS000153% -- Workflow Information Workflow Specific Name: %Griffin% -- Workflow Information Workflow Specific Name: %Liquid Crystal%
7	You may specify a range of dates, to retrieve a list of all workflows processed during that time.	Start Date Range: (mm/dd/yyyy)
8	Or you may leave **all fields blank**, to retrieve all NOVS forms you ever created.	
9	Click the **Search** button to continue.	Search
10	The search will return one or more records: 1 record(s) found. ID / Name / Current State / Running / Start / Stop Select 9129747 VS000100: Biralli,Maggie I 500031-Speech Pathology & Audiology started.running Y 02/04/2009	
11	Click the **Select** button to view a form.	Select