# Create Separation/Retirement

Purpose: Use this form to create a separation or retirement action for faculty, staff, and students. Form initiators may only create actions for employees within their organizational structure. The separation/retirement date will default to the current date and should be updated appropriately. If the employee is transferring to another NKU department, please indicate new department information in the department field.

On the PAR screen, click the INITIATE icon to create the Separation/Retirement PAR
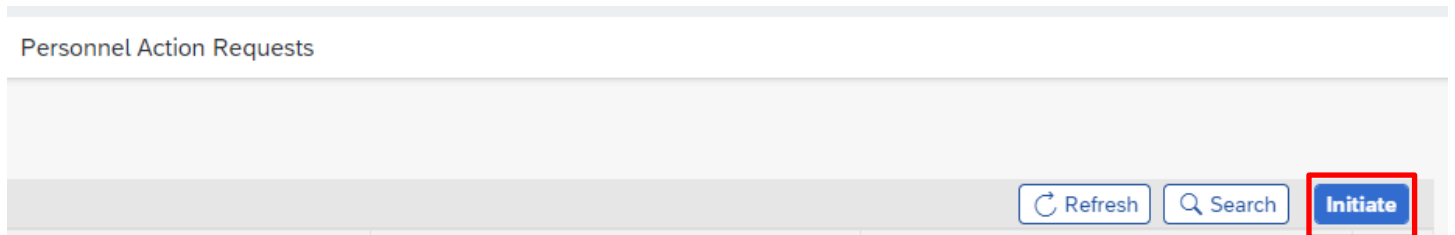

Once **Initiate** is clicked, the next screen that appears is a list of personnel for which the initiator has access to.

The initiator has two options to start the process for the employee.

1. Insert the Employee Pernr in the Filter field. Once the Pernr is inserted, the employee's name will appear. Once the employee is located, click on the employee's name or the arrow to choose the process for this employee.
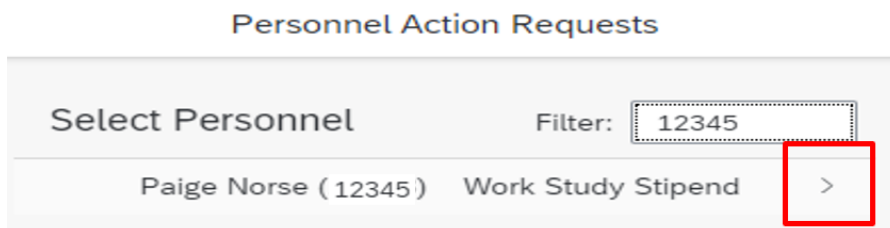
2. Scroll through the list of employees on the screen to locate the employee. Once the employee is located, click on the employee's name or the arrow to choose the process for this employee.
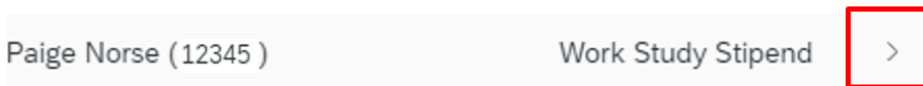
Below is a list of processes that can be chosen for this employee. In this case, choose **Separation/Retirement**. Click on the process or the arrow, to move on.

Personnel #12345

Process	
Separation/Retirement	>
Status/Salary Change	>
Supplemental Payment	>

A dialog box will appear.

Confirm

Form initiators may only create actions for personnel within their organizational structure. All actions must be compliant with NKU policies and procedures as defined by the Policy Administration website, Chairs Handbook, and Faculty Handbook.

Yes   No

If Yes is chosen, the screen to process the Separation/Retirement appears. If No is chosen, the information will remain on the page, and the process will not move forward.

To process the Separation/Retirement, complete the information on the screen.

Information regarding the employee is listed at the top of the page.

Complete the bottom portion of the page. Note: all required fields (*) must be completed.

Choose the radio button to indicate if it is a department transfer:

Department Transfer:
* ○ Yes   ○ No

Choose the Action Type:

Action Type:
* ○ Separation

Once the Separation icon is chosen, the following will appear. Choose the reason for the separation.

Reason:
* ○ Voluntary   ○ Involuntary

Click on the calendar on the right, or enter the last day and the effective date of the employee in the field:

*Last Day Present:

e.g. 12/31/2024   📅

*Effective Date (After Last Day Present):

e.g. 12/31/2024   📅

Enter any comments regarding the separation or retirement for this employee.

Comment:

(optional)

To Save a draft of the information, click on **Save Draft**, located at the bottom of right-hand corner of the screen. The draft will appear in the Initiator's **MyInbox** for further processing.

Save Draft
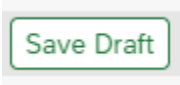
For the information to workflow for approval, click on **Check for Submission**, located at the bottom right-hand corner of the screen.

Check for Submission
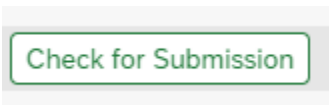
These options will appear at the bottom right-hand corner of the screen.

Edit   Confirm and Submit
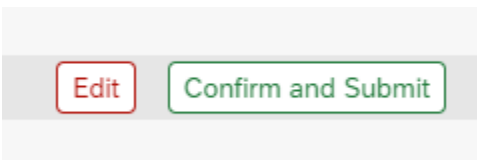
Click **Edit** to further edit the document. The previous screen will re-appear to edit the document.

Click **Confirm and Submit** for the document to workflow for approval. The following message appears:

Processing successful.
Reference number: 000000074013
View Prior Form Submissions
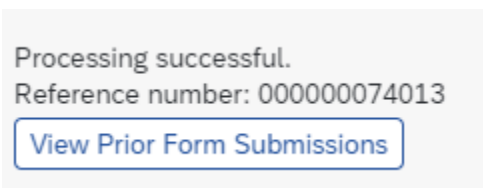
A Reference number for the PAR Retirement/Separation created is auto-generated. Click on **View Prior Form Submissions** to return to the screen to view all the PAR's submitted by the initiator.