



**WORKFLOW
Notice of Separation (NOS)
Initiator Guide**

About the Notice of Separation Workflow

The Notice of Separation (NOS) Workflow is to be used for voluntary and involuntary separations of all faculty and staff members. The employee’s supervising authority is responsible for completing the Notice of Separation workflow prior to the employee’s last day of employment. This form will assist with ensuring any outstanding university-related items have been returned or processed.

Workflow Route

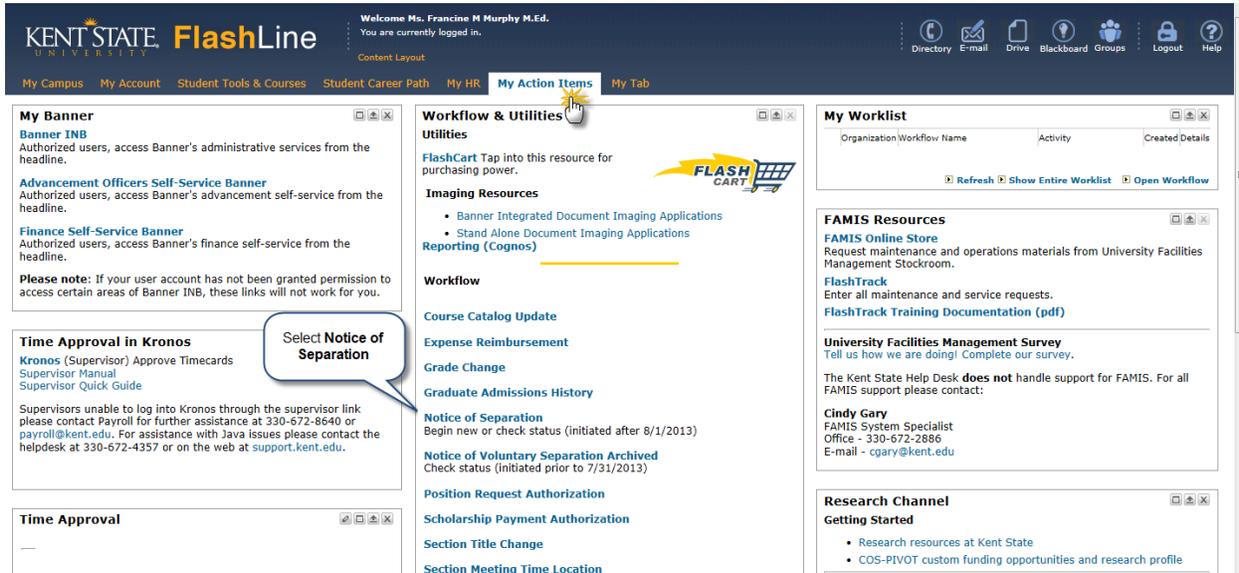
Workflow order



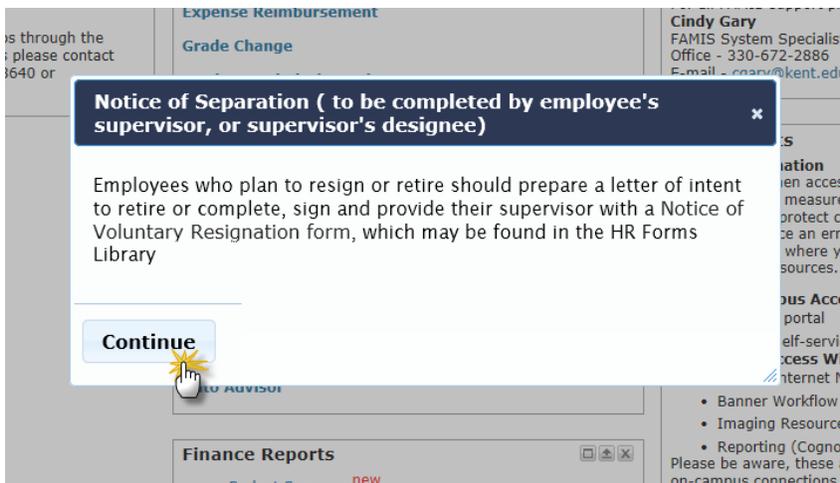
ROLE	WILL RECEIVE CONFIRMATIONS/NOTIFICATIONS
1. Initiator	a. On-screen confirmation message of a form b. Email confirmation after submission of form c. Email notification if a document is returned for edit d. Form appears in worklist e. Email confirmation when workflow is complete or denied
2. Approver (Department Head)	a. Form will appear in Worklist b. On-screen confirmation message upon submission of a form
3. HR Records Processor or Academic Personnel Processor	a. Form will appear in Worklist b. On-screen confirmation message upon submission of form
4. HR Benefits Processor and Payroll Processor	a. Form will appear in Worklist b. On-screen confirmation message submission of form
5. Other Departments	Members of the ‘NOS Notification’ distribution list receive an email when processing is complete: <ul style="list-style-type: none"> • Parking Services • Access Management • Division Budget Officers • Recreation Services • Procurement • FlashCard Office • Advancement Office • Regional Campus Administration • Regional Campus Budget Office • Telecommunications • Others

Accessing Workflow/FlashLine

The Notice of Separation workflow is available through FlashLine

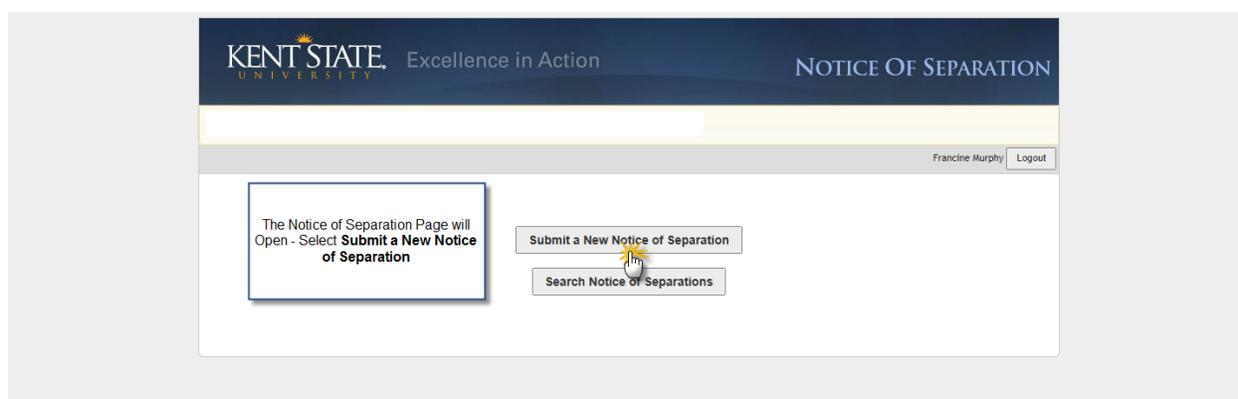


1. Open FlashLine
2. Select the **My Action Items** tab
3. Locate the **Notice of Separation** links in the Workflow section
 - a. Select the **Notice of Separation** link to launch *new* NOS workflow or search for workflows submitted **on or after August 13, 2013**
 - b. Select the **Notice of Voluntary Separation Archived** link to search for workflows submitted **on or before August 12, 2013**



4. A pop up message will appear
5. Click **Continue**

Initiating/Submitting a New Notice of Separation



1. Select the **Submit a New Notice of Separation** link



2. The Search Window will open
3. Enter the 9-Digit **Kent State ID Number**
4. Click the **Find Employee** link

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- a. An error will display if the Kent State ID Number is not found
- b. Click the **Close X** to close the window

NOTE: The Kent State ID Number (Banner ID) is required to launch the NOS workflow. To obtain the Kent State ID Number contact:

- For Faculty
 - Academic Personnel – 330-672-2220
- For Staff
 - Records – 330-672-8316

WORKFLOW – Notice of Separation Guide

KENT STATE UNIVERSITY Excellence in Action **NOTICE OF SEPARATION**

Francine Murphy Logout

Kent State ID Number: 888888888 Find Employee

Employee Information Flash, Gloria (gflash1) Leave Category: UF Benefit Category: FT

3 Training Coordinator

Employee Class: U1
Position Number: 991839
Suffix Number: 00
Job Type: P
Payroll ID: SM
Department: Project Management
Campus: Kent Campus
Unit: VP Information Services
Division: VP Information Services
Orgn Code: 100525

* Last Working Date: []

4

5 Forwarding Address
Please enter or update the employee's current or forwarding address (if applicable). This information is required for university communications, including W-2 and benefits notifications.

* Postal Delivery Type:
 U.S.A. International

Address Comments:

* Date Forwarding Address Effective:

Telephone:
330-555-1212

* Retain System Access:
 Yes No

6

7 Reason for Separation
Please send a copy of the Reason for Separation letter by 08-06-2013.

* Choose Reason:
-- Select a Reason --

Comments (optional):

8 Contact Information
Please enter a telephone number where processors can contact you if they have questions regarding this voluntary separation.

* Contact Number:

9 Reference Material [Checklist for Terminating/Transferring Employees HR Forms Library](#)

10 Attachment [] Browse...

11

* I am attaching the required document for proper filing pursuant to University Policy regarding records retention policy 3342-5-15. OR * I confirm that a letter of resignation/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.

12 Submit Notice of Separation

NOS FORM OVERVIEW

1. Logout Link
2. Search
3. Employee Information
4. Last Work Date
5. Forwarding Address
6. Retain System Access
7. Reason for Separation
8. Contact Number
9. Reference Material
10. Attachment
11. Acknowledgement of Documentation Checkbox
12. Submit Notice Link

Notice of Separation (NOS) Submission Form – Initiating and Completing the Workflow

This section will cover the fields that should be completed before submitting the Notice of Submission Form.

Multiple Jobs

If the employee has multiple jobs, a pull-down list containing all current jobs will display.

The screenshot shows the Kent State University Notice of Separation form. At the top left is the Kent State University logo with the tagline "Excellence in Action". To the right of the logo is the text "NOTICE OF SEPARATION". Below the header, there is a user profile section for "Francine Murphy" with a "Logout" button. A search bar contains the "Kent State ID Number: 888777666" and a "Find Employee" button. Below this, there is a section for "Employee Information" for "Golden, Franklin (fgolden)". To the right of the name, it says "Leave Category: UF" and "Benefit Category: FT". A dropdown menu for "Current Job(s)" is open, showing options: "-- Select a job --", "Asst Dir, Undergrad Stu Svcs - 990400 (01)", and "Term Position - NE - 992370 (00)". Below the dropdown is a field for "Last Working Date:".

1. Select the **Current Jobs** pullOdown list
2. Select the job that will be processed from the list

Employee Information

This section of the form is populated by Banner data. Use this section to confirm that the correct Position has been selected.

Employee with Single Job

All position information will automatically populate for employees with a single job.

The screenshot shows a web interface for finding an employee. At the top right, the user is identified as 'Francine Murphy' with a 'Logout' button. Below this is a search bar with the text 'Kent State ID Number: 888888888' and a 'Find Employee' button. A blue button labeled 'Employee Information' is on the left. The main content area displays the name 'Flash, Gloria (gflash1)' and her details: 'Leave Category: UF' and 'Benefit Category: FT'. A yellow box contains the following information: 'Training Coordinator', 'Employee Class: U1', 'Position Number: 991839', 'Suffix Number: 00', 'Job Type: P', 'Payroll ID: SM', 'Department: Project Management', 'Campus: Kent Campus', 'Unit: VP Information Services', 'Division: VP Information Services', and 'Orgn Code: 100525'.

Employee with Multiple Jobs

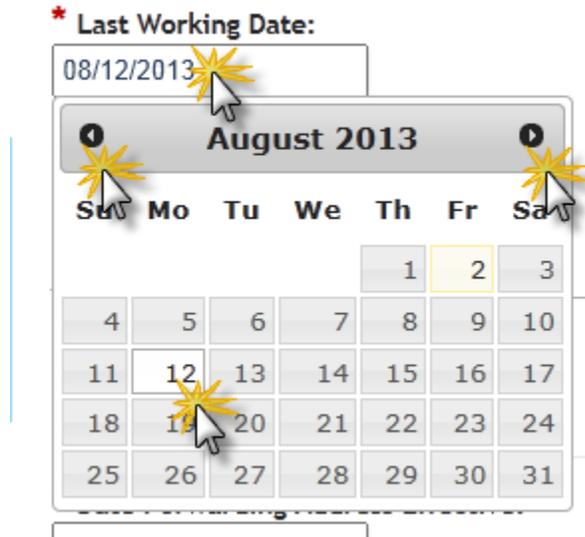
Employees with multiple jobs will have a drop down list of his or her positions, and the selected position details will populate in the Employee Information section.

The screenshot shows the same search interface as above, but with 'Kent State ID Number: 888777666' and 'Find Employee' button. The 'Employee Information' button is highlighted. The employee name is 'Golden, Franklin (fgolden)' with 'Leave Category: UF' and 'Benefit Category: FT'. A yellow box contains a dropdown menu for '* Current Job(s):' with the selected value 'Term Position - NE - 992370 (00)'. A callout bubble points to the dropdown with the text 'Drop Down List'. Below the dropdown, the following details are listed: 'Employee Class: U3', 'Position Number: 992370', 'Suffix Number: 00', 'Job Type: S', 'Payroll ID: BW', 'Department: School of Digital Sciences', 'Campus: Kent Campus', 'Unit: School of Digital Sciences', 'Division: Academic Affairs/Provost', and 'Orgn Code: 100869'.

Last Working Date

The Last Working Date is the **last day the employee will be in paid status**. For example, if the employee's last day is August 12, 2013, but they take vacation on August 9th, the date that should be selected is August 12th.

If an employee is retiring, the last working day will always be the last day of the month; retirement will begin on the first day of the following month (ex: Employee is retiring September 1st, last working date is August 31st).



* Last Working Date:

1. Click inside the **Last Working Date** field
2. The calendar will automatically open
3. Use the forward  and back  buttons to move through the calendar
4. Click on the date in the calendar to select it
5. The date will populate in the **Last Working Date** field

Forwarding Address - USA

This field must be populated with the current or forwarding address for the employee. This address will be used to send any university communications such as tax forms.

Forwarding Address
Please enter or update the employee's current or forwarding address (if applicable). This information is required for university communications, including W-2 and benefits notifications.

*** Postal Delivery Type:**
 U.S.A. International

*** Address Line 1:**
123 Main Street

Address Line 2:

*** City, State, Zip:**
Cuyahoga Falls OH 44221

Address Comments:
Per conversation with employee, address has been validated.
FMM

*** Date Forwarding Address Effective:**
08/12/2013

Telephone:
330-819-4927

1. Select the **U.S.A. Postal Delivery Type** radio button
2. The current Banner address and telephone number will populate
 - a. If address is changing, please modify/correct
3. Add any address comments
4. Select the **Date Forwarding Address Effective**
5. If necessary, update the **Telephone Number**

Forwarding Address – International

If applicable, this field must be populated with the current or forwarding address for the employee. This address will be used to send and university communications such as tax forms.

Forwarding Address

Please enter or update the employee's current or forwarding address (if applicable). This information is required for university communications, including W-2 and benefits notifications.

*** Postal Delivery Type:**
 U.S.A. International

International Address:
8899 Buckingham Place
London SW1A 1AA
United Kingdom

Address Comments:
Address confirmed with Gloria.
FMM

*** Date Forwarding Address Effective:**
08/12/2013

Telephone:
442079304832

1. Select the **International Postal Delivery Type** radio button
2. The **International Address** field will open
 - a. Enter the address
3. Add any address comments
4. Select the **Date Forwarding Address Effective**
5. If available, insert the **Telephone Number**

Retain System Access

This section is used to communicate if the employee will be needing system access after the NOS is processed.

Retain System Access – Yes

*** Retain System Access:**

Yes No

*** Legitimate business reason for retaining access:**

Employee needs to access email through end of semester to post grades.

FMM

1. Select the **Yes** Radio Button
2. The Comment field will open, enter the legitimate business reason for retaining access
3. Complete **Third Party Access Form** available at <http://www.kent.edu/is/security/upload/thirdpartyemail.pdf>

Retain System Access – No

i Retain System Access

Check **NO** if the employee is permanently leaving the University. Check **YES** if the employee will be returning to the University in a different capacity and/or has a legitimate business need to retain access to secured university data (i.e. rehired retiree, working for the university through a temporary agency, non-paid position, no assignment but doing research for a grant, between academic appointments).

*** Retain System Access:**

Yes No

1. Select the **No** Radio Button

Reason for Separation

This section is used to select the reason for separation whether it is voluntary or involuntary.

Retain System Access
Check **NO** if the employee is permanently leaving the University. Check **YES** if the employee will be returning to the University in a different capacity and/or has a legitimate business need to retain access to secured university data (i.e. rehired retiree, working for the university through a temporary agency, non-paid position, no assignment but doing research for a grant, between academic appointments).

Reason for Separation
Please send a copy of the Reason for Separation letter by **08-16-2013**.

Choose Reason:
-- Select a Reason --

Comments (optional):

1. Select the **Choose Reason** drop-down list
2. The list will open – list is broken down by Category and Sub-Category – *make selection from sub-categories*
 - a. Voluntary – Retirement
 - b. Voluntary – Resignation
 - c. Voluntary – Other
 - d. Involuntary (**You will be directed by Human Resources on what to select for an involuntary reason, last working date, etc.**)
3. If applicable, fill in the **Comments** section, this field is optional

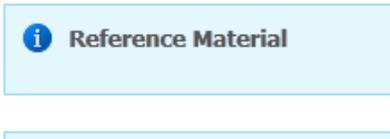
Contact Number

This field is used to enter the telephone number where Human Resources and Academic Personnel processors can contact the initiator regarding *voluntary separation*.

<p>i Contact Information</p> <p>Please enter a telephone number where processors can contact you if they have questions regarding this voluntary separation.</p>	<p>* Contact Number:</p> <input data-bbox="820 409 1031 451" type="text" value="330-672-1111"/>
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Reference Material

Select one of these two links for additional materials.



[Checklist for Terminating/Transferring Employees HR Forms Library](#)



Checklist for Terminating/Transferring Employees

Select this link to open and fill out the checklist.

Note:

- The employee's supervisor is responsible for completing the checklist no later than the employee's last day of employment
- Please initial each item on the checklist as it is completed
- Both the employee and the supervisor should sign the form when complete

A screenshot of a web-based form titled "Checklist for Terminating/Transferring Employees" from Kent State University. The form includes a "Print Form" button in the top right corner and a field for "Kent State ID Number" with a blue input box. The Kent State University logo is centered above the title. Below the title is a red-bordered box containing "Instructions" with three bullet points: "The employee's supervisor is responsible for completing this checklist no later than the employee's last day of employment.", "Please initial each item as it is completed.", and "Both the employee and the supervisor should sign the form when complete." Below the instructions is a numbered list of six items, each with a blue input box for initials. The items are: 1. Assure that all outstanding leave has been submitted and approved. 2. Remind employee to clear any outstanding accounts on campus (i.e., parking and/or library fines, etc.) 3. Collect any University keys issued to the employee: key card, building access, including deactivating code(s) on the building security access system(s). 4. Obtain any University equipment or other materials assigned to the employee, e.g. uniforms, tools, computer equipment, cell phone, laptop, etc. 5. Collect employee's FLASHcard and return to the FLASHcard office (First floor of Kent Campus Student Center). 6. Obtain any parking permits, including service permits. Return all permits to Parking Services (Michael [name]).

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HR Forms Library

Select this link to go to the HR Forms Library.

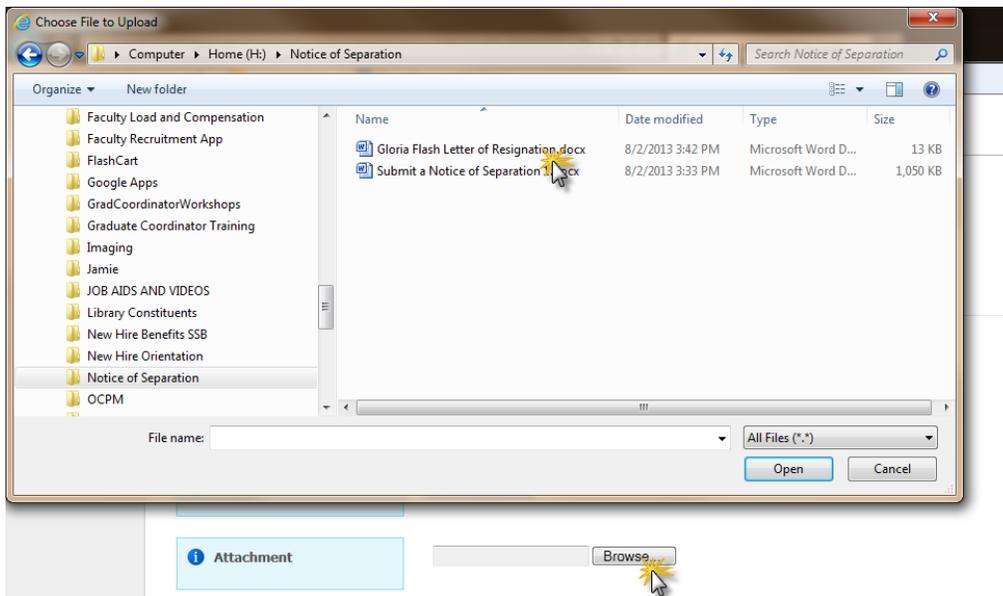


The screenshot shows a web interface for the HR Forms Library. On the left is a grey sidebar with the SGR logo (Employer Support of the Guard and Reserve) and a list of menu items: Affirmative Action, Benefits & Wellness, Employee Relations & Recognition, Employee Resource Manual, Employee Resources & Records, and Employment & Compensation. The main content area is light beige and titled "Forms Library" with a sub-header "Human Resources > Forms Library". It contains a list of form categories, each with a yellow icon: Absence From Work (Leave), Benefits, Employment, Equal Opportunity and Affirmative Action, Faculty Personnel, Pay (Compensation), Payroll, Performance Appraisal, Resignation & Separation, Miscellaneous, and Total Compensation Calculator. A mouse cursor is hovering over the "Resignation & Separation" link. On the right side of the main area is a search box labeled "Search the Forms Library" with a double arrow icon.

Attachment

The Notice of Separation workflow only allows for one (1) attachment per submission. If you have multiple documents to attach, the best practice would be to scan all documents into one (1) PDF and attach it.

Selecting Attachment



1. Select the **Browse** button
2. The **Choose File to Upload** window will open
3. Search for your document
4. Select the document to attach

<H:\Notice of Separation\Gloria Flash Letter of Resignation.docx>

5. The document name and link will be visible

Viewing Attachment

[H:\Notice of Separation\Gloria Flash Letter of Resignation.docx](#) Remove Attachment



1. Select the link to the document
2. The document will open

Removing Attachment

[H:\Notice of Separation\Gloria Flash Letter of Resignation.docx](#) Remove Attachment



1. Select the **Remove Attachment** link (it will turn red when selected)
 - a. The document will be removed
 - i. No message will display asking you to confirm

2. The **Attachment** field will be empty

Acknowledgement of Documentation Checkbox

One of two checkboxes must be selected. Select the first checkbox (on left) if the documentation is attached. Select the second checkbox (on right) if the documentation will be forwarded to Academic Personnel or Human Resources.

<input checked="" type="checkbox"/> * I am attaching the required document for proper filing pursuant to University Policy regarding records retention policy 3342-5-15.	OR	<input type="checkbox"/> * 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.
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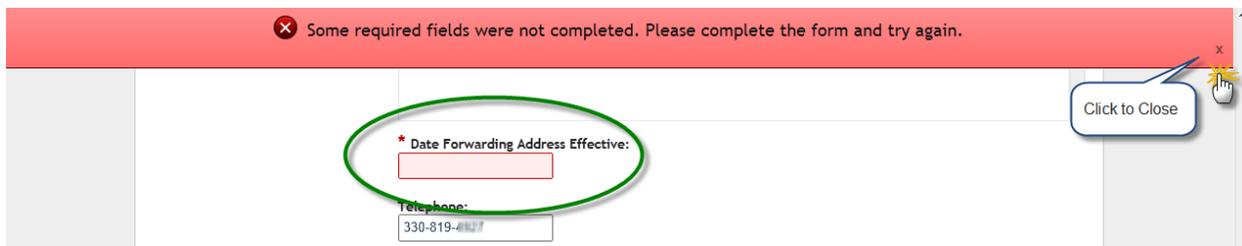
1. Select the appropriate checkbox
 - a. You must select one – blank checkboxes or multiple checkboxes will not process

Submit Notice Link

[Submit Notice of Separation](#)

1. Click the **Submit Notice of Separation** link

Required Fields Missing



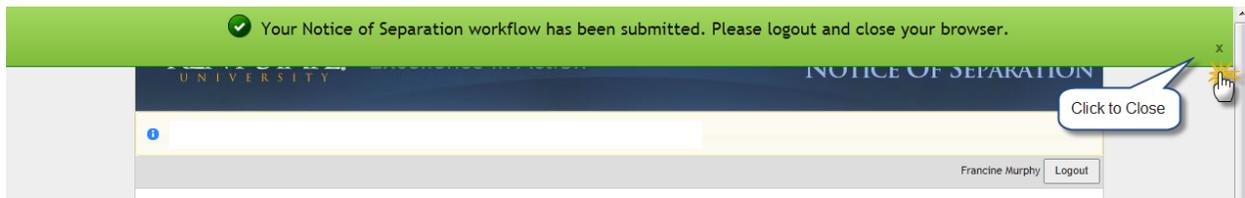
If one or more required fields are missing, and error will appear in a red box at the top of the page.

1. Close the error window
2. Locate the missing information as indicated by the red highlighted field

* Date Forwarding Address Effective:

3. Enter the required information
4. Click the **Submit Notice of Separation** link

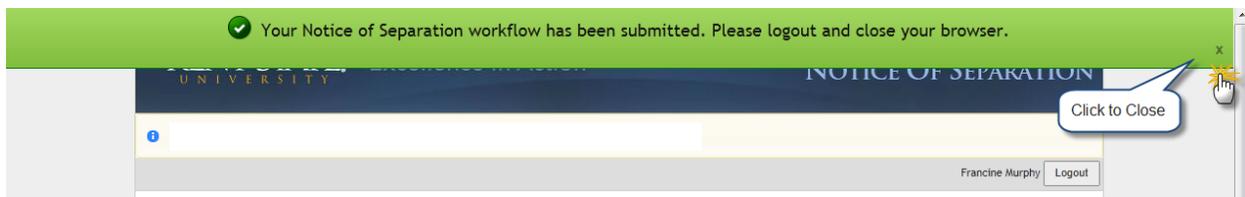
Workflow Submitted Successfully



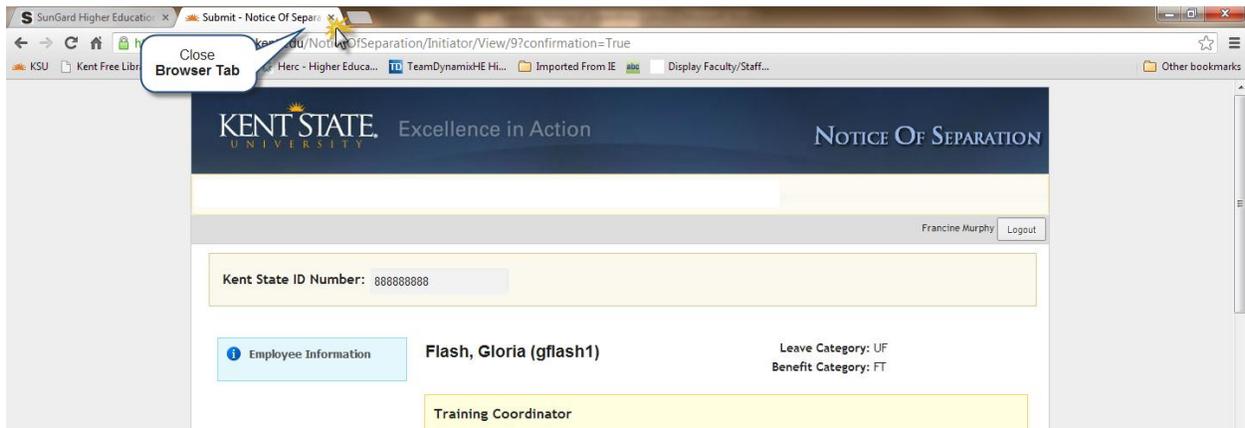
1. A message will appear in a green box at the top of the page indicating that the workflow has been successfully submitted
2. Close the message

Processing Multiple Notice of Separation (NOS) Workflows

If you will be initiating multiple Notice of Separation workflows at one time, you must sign out of the workflow completely and sign back in. Note: You do **NOT** need to sign out of FlashLine.

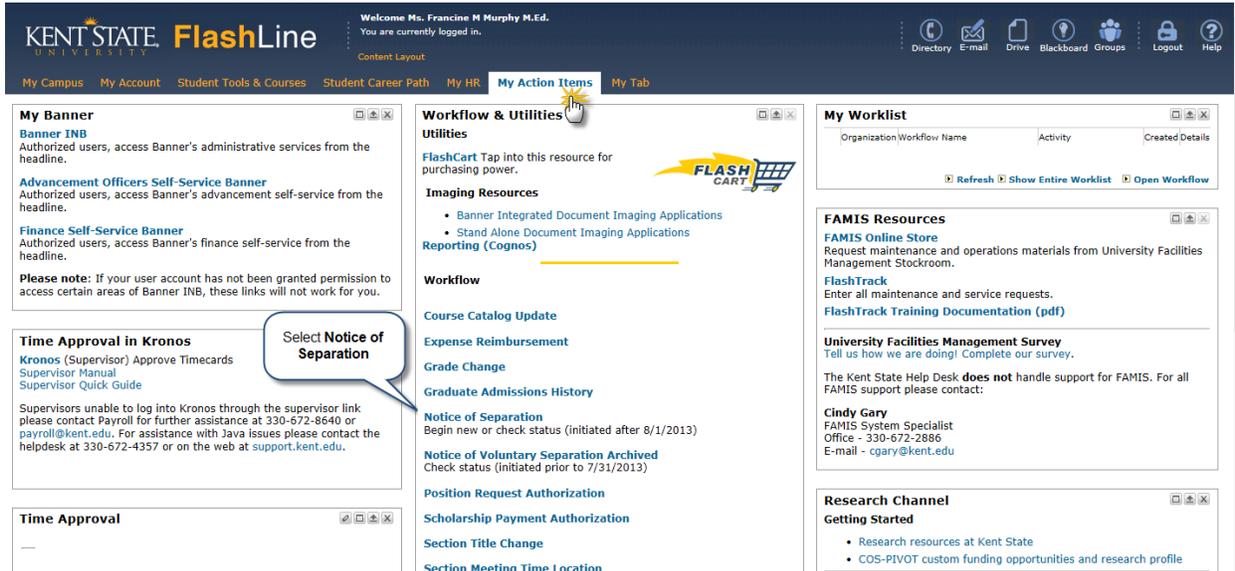


1. Close the message

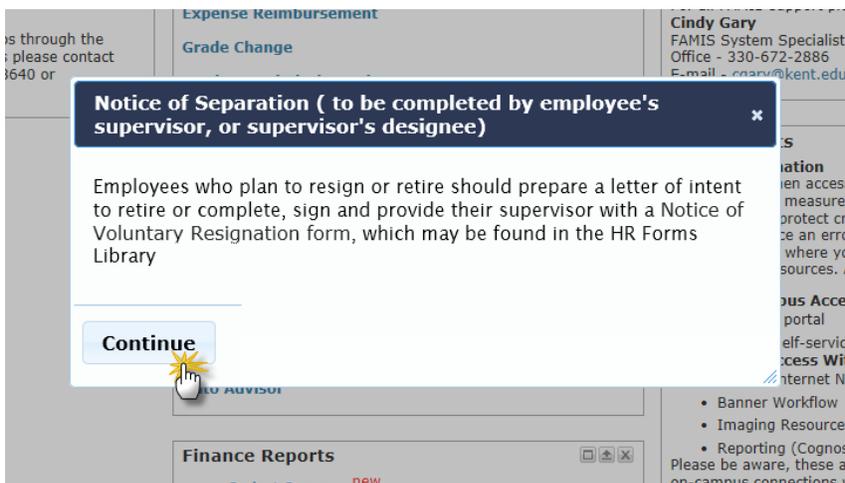


2. Close the **Browser Tab**
3. Continue to the next workflow

Search Notice of Separation Workflows

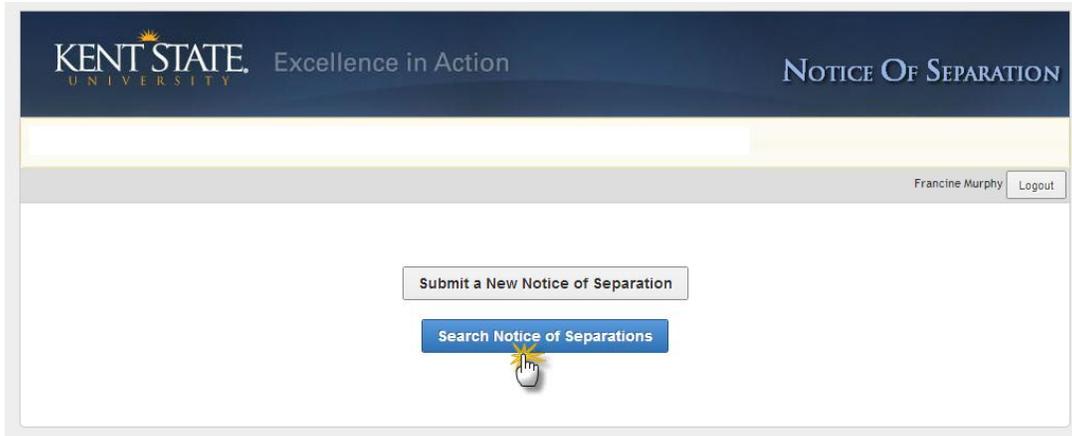


1. Open FlashLine
2. Select the **My Action Items** tab
3. Locate the **Notice of Separation** links in the Workflow section
 - a. Select the **Notice of Separation** link to launch *new* NOS workflow or search for workflows submitted **on or after August 13, 2013**
 - b. Select the **Notice of Voluntary Separation Archived** link to search for workflows submitted **on or before August 12, 2013**

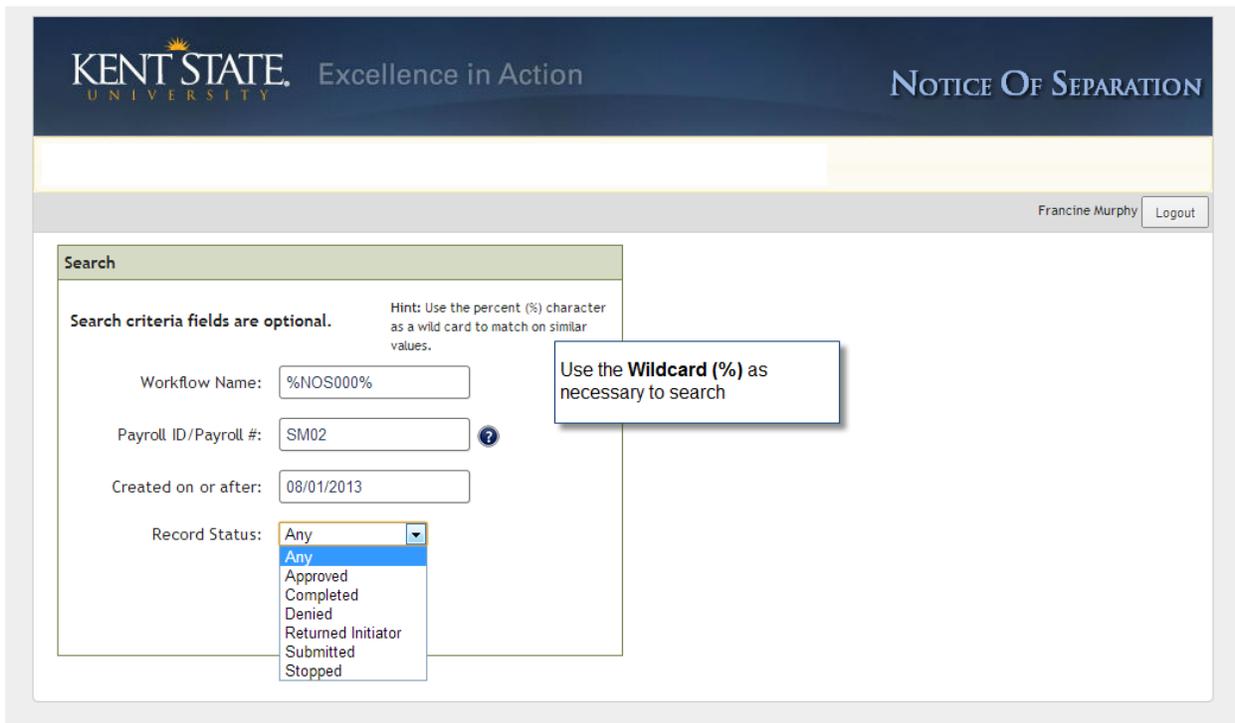


4. A pop up message will appear
5. Click **Continue**

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6. A new window will open
7. Select **Search Notice of Separations** link



8. Enter the search criteria
 - a. Workflow name *AND/OR*
 - i. Use the **Wildcard (%)**
 - b. Payroll ID/Payroll # *AND/OR*
 - c. Created on or after date (calendar will open when the field is selected) *AND/OR*
 - d. Record Status

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KENT STATE UNIVERSITY Excellence in Action

NOTICE OF SEPARATION

Francine Murphy Logout

Search

Search criteria fields are optional. Hint: Use the percent (%) character as a wild card to match on similar values.

Workflow Name:

Payroll ID/Payroll #:

Created on or after:

Record Status:

Search

9. Select Search

Payroll ID/Payroll #:

Created on or after:

Record Status:

Search

Workflow Name	Employee Name	Payroll Info	Last Working Date	Department	Submitted On	Status
NOS000009: Murphy, Francine M., 100925-Project Management	Murphy, Francine M.	SM	08/12/2013	Project Management	08/07/2013	Submitted
NOS000008: Murphy, Francine M., 100925-Project Management	Murphy, Francine M.	SM	08/09/2013	Project Management	08/07/2013	Submitted
NOS000007: Kinosh, Andrew R., 100776-Web Presence	Kinosh, Andrew R.	SM	08/17/2013	Web Presence	08/05/2013	Submitted
NOS000006: Hubbs, Jennifer L., 100793-Dean College of Public Health	Hubbs, Jennifer L.	SM	07/23/2013	Dean College of Public Health	07/31/2013	Submitted
NOS000005: Runthilke, Joseph T., 200107-Accounting Technology	Runthilke, Joseph T.	SM	07/03/2013	Accounting Technology	07/31/2013	Submitted
NOS000003: Runthilke, Joseph T., 200107-Accounting Technology	Runthilke, Joseph T.	SM	06/17/2013	Accounting Technology	07/30/2013	Submitted
NOS000002: Jishi, Prasanna P., 100776-Web Presence	Jishi, Prasanna P.	SM	07/03/2013	Web Presence	07/30/2013	Submitted
NOS000001: Runthilke, Joseph T., 200107-Accounting Technology	Runthilke, Joseph T.	SM	07/03/2013	Accounting Technology	07/30/2013	Submitted

10. A results list will display

11. Select the **Workflow Name** link to open the workflow

WORKFLOW – Notice of Separation Guide

Francine Murphy Logout

Kent State ID Number: 88888888

Employee Information Flash, Gloria (gflash1) Leave Category: UF
Benefit Category: FT

Training Coordinator

Employee Class: U1
Position Number: 991839
Suffix Number: 00
Job Type: P
Payroll ID: SM
Department: Project Management
Campus: Kent Campus
Unit: VP Information Services
Division: VP Information Services
Orgn Code: 100525

* Last Working Date: 08/12/2013

* Postal Delivery Type: U.S.A. International

* Address Line 1: 1985 High Street

Forwarding Address
Please enter or update the employee's current or forwarding address (if applicable). This information is required for university communications, including US-2 and Homefile.

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12. The Workflow page will open

Where processors can contact you if they have questions regarding this voluntary separation.

Reference Material [Checklist for Terminating/Transferring Employees](#)
[HR Forms Library](#)

Attachment [No Attachment]

Workflow Status

Workflow Role	Directed user	Performer user
N/A	N/A	N/A

Comments
No comments

History

f Murphy	Submitted	8/7/2013 4:53 PM
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13. Scroll down the page to view the Status, Comment and History