



# HUMAN RESOURCES ACTION FORM

## Separation or Termination from University

<b>Employee's Last Day Worked</b>	<b>Today's Date</b>	<b>EMPLOYEE'S NAME:</b>		
		Last Name	First Name	Middle Initial
<b>Job Title</b>		<b>Department</b>		
<b>REQUESTED ACTION</b>  <i>Please Select</i>	<b>Resignation</b>	<b>Retiring</b>	<b>Termination</b> <i>(Transferring to different department)</i>	<b>Termination (Leaving ASU)</b>
	NOTE: An Human Resources Acton Form must be completed and remitted to Budgets if employee is moving from full-time to part-time employment		NOTE: An Human Resources Acton Form must be completed and remitted to Budgets if employee is moving from full-time to part-time employment	<b>HR USE ONLY</b> Transferred to another USG Institution  <b>Yes</b> <b>No</b>
<b>EMPLOYMENT STATUS</b>  <i>Please Select</i>	<b>Staff</b>	<b>Faculty</b>	<b>Temporary</b>	<b>Student Worker</b>
Is this person a time off approver?      Yes      No				
Who is the new time off approver _____				
<b>REQUIRED SIGNATURES</b> First, secure all necessary signatures then route to Budgets Office for funding approval. The Budgets Office will send an approved copy to HR to process following review/approval.				
_____				
Department Head / Dean				
_____				
Vice President / Provost				
_____				
Title III (If Applicable) <i>Departments must route to Title III for signature on all Title III positions before sending to Budgets</i>				
_____				
Budgets				
_____				
Human Resources				
<i>HR Action Separation Form version 3</i>				