

NUNEZ COMMUNITY COLLEGE

Standard Procedures for Separations:

Supervisor's responsibility: To electronically notify (via email) Human Resources department immediately upon notification of resignation, retirement or any voluntary separation, it is imperative that the following processes are performed and signed by the Supervisor.

Submit a Personnel Action Form to HR separating the employee. Upon receipt, HR will input into Banner and a termination "notification" will be automatically generated and sent to the following departments for clearance.

- Property Management, for items that are not electronic.
- Facilities, return keys.
- Library, to return resources checked out or fines owed.
- Human Resources/Payroll, for clearance to all employee related issues such over or underpayments with benefits vendors.

Personnel Action Form (PAF)

- Items included on form for separation
- Nature of Action
- Date
- Full name
- Lola/Banner number
- Position number/Title
- Effective date of termination

State Requirement

Separations Must be reported to the Louisiana Workforce/Labor Department.
Nunez must file a separation notice on all former employees (Form 77)

Employers are required to complete a separation notice for a former employee within three days after the date on which the separation from service occurs, or three days after the worker's separation from employment.