Employee Separation Form through DocRoute Guide

Human Resources
USA Main Campus

Revised 04-14-21
Employee Separation Form Purpose:

The Employee Separation DocRoute Form has been developed to ensure more timely termination of employee access to various systems. This form is now available to University General supervisors or their designees for electronic notification to the Computer Services Center of employee and student employee separations, to include transfers.

Supervisors in the University General Division are required to submit an Employee Separation DocRoute Form within 24 hours of receiving notification of an employee’s separation, to also include separation of postdoctoral fellows, student interns/extems, student assistants, work study students, graduate assistants, and graduate doctoral students. The Employee Separation DocRoute Form must also be submitted when an employee or student employee transfers to another department.

The Employee Separation DocRoute Form does not substitute for the Personnel Action Form or EPAF. A Personnel Action Form or EPAF must be completed on any separation or transfer from a department.
Employee Separation Form Access:

The Employee Separation Form is accessed through the Faculty & Staff Logins Page, using the Document Routing (DocRoute) application.

• Select More Applications at the bottom of the Faculty & Staff Logins Page.

• Scroll down and select Document Routing (DocRoute).

• Log on to DocRoute using your Single SignOn credentials (J number and password).

• Under DocRoute, select Human Resources, then Employee Separation.

You should now be in the Employee Separation Form in DocRoute.
Processing a New Employee Separation Notice

Click the “New Employee Separation Notice” box to initiate a new notice. You will be taken to the Employee Separation Notice Entry Page. The name of the employee who has accessed the page will automatically appear in the “Created By” field.

- Enter the Email Address or Jag Number of the employee that is separating and click FIND. The employee’s name, Email, Jag Number, Title, Faculty Status, Department, Employee Class, and Division/College should automatically default into the fields. If the Department that defaults in is not the department the employee is separating from, please enter the correct department in the “Note” section.

- Enter the Email Address or Jag Number of the Supervisor and click FIND.

- Enter a contact phone number for the supervisor or the supervisor’s designee in case there are any questions.

- Enter the date of the last day actually “worked.”

- Enter the effective date of the separation. The effective date cannot be prior to the last day worked. This date is normally the same as the effective date on the Personnel Action Form or EPAF.
New Employee Separation Notice con’t

- Indicate “yes” or “no” in regard to system(s) security being terminated effective immediately. Answering “yes” would indicate terminating security right away, rather than following the separation date. Contact Human Resources if you have any questions.

- Select the Reason for Separation: Retirement, Resignation, Transfer, or Termination. Termination is used for layoff, position elimination, end temporary appointment, termination end of leave, termination for cause or deceased.

- You may use the “Note” field to enter any special instructions or information that may be helpful.

- Click “Submit” to forward the notice to the next approver. If you are entering the information for the supervisor identified in the “Supervisor” field, then the notice will be forwarded to the supervisor for approval. If the supervisor is entering the information, clicking submit will automatically approve the form, and it will then be routed to Human Resources for approval.

- Upon submission of the Form, an Employee Separation Notice Edit # will be generated at the top of the Form. Keep a record of the Edit # in case you need to cancel or comment on an existing Employee Separation Notice.

- Once Human Resources approves the notice, it will then be forwarded to the Computer Services Center for processing.
Canceling an Existing Separation Notice

Follow the steps below to cancel an existing Employee Separation Notice.

• Go to the Employee Separation Form in DocRoute, enter the Employee Separation Number in the Existing Notice section and click “Find.”
• If you do not know the Employee Separation Number for an existing notice already submitted, you may search for existing notices under Browse Notices section.
• Once you access the Employee Separation Notice you wish to cancel, scroll down the form, enter a comment explaining the cancellation reason, and click “Cancel Request.” A comment is required in order to cancel the request.
• If you need to change a separation date, cancel the existing Employee Separation Notice, and submit a new Notice.
Sample Form - Employee Separation Form:

Employee Separation

New Notice
If you would like to submit a new Employee Separation Notice, click here:

New Employee Separation Notice

Existing Notice
If you want to edit an existing Employee Separation Notice and know the ID number, enter it below and click Find.

Find by ID: [ ] Find

Browse Notices
If you want to search for an existing notice with which you are associated, set the parameters below and click Search.

- My Notices
- Notices that I need to review
- Notices where I am a reviewer
- All Notices

Status:
- In Process
- Complete
- Canceled
- Denied

Employee Full Name contains:

Employee Jag Number contains:

Submit
Questions

If you have any questions regarding the Employee Separation Doc Route Form, please call Human Resources at 251-460-6133 or email:

hmaincampus@southalabama.edu