

**Position and Personnel Action Form-HRIS Unit**  
**Employee Separation**



<b>SECTION I REASON FOR ACTION</b>	<b>Separation</b> Effective Date:      Last Day Worked:			
<b>SECTION II EMPLOYEE INFORMATION</b>				
	Banner ID	First	Middle	Last
	Current Position Title/Rank	Banner Position # (6-digits)	Supervisor/Position #	Dept./College/School
	Requested Position Title/Rank	Banner Position # (6-digits)	Supervisor/Position #	Dept./College/School
<b>SECTION III Salary and Source of Funds (FOAP)</b>	Current Amount:		Recommended Amount:	
	Fund	Org	Acct	Prog      %
	Fund	Org	Acct	Prog      %
	Fund	Org	Acct	Prog      %
<b>SECTION IV COMMENTS</b>				
<b>SECTION V APPROVAL</b>	Approval Routing	Signature/Date		
	Immediate Supervisor or Department Chair			
	Appropriate Vice Chancellor or Dean			
	Provost and Sr. VC for Academic Affairs			
	Title III Office			
	Budget or Contract and Grants Office			
	Chancellor (if applicable)			
	Legal Affairs (if applicable)			
	Classification and Compensation	Sheila Wright Zeigler (Permanent Employees Only)		
	HRIS Specialist	Sharon Soles		