

## **How to Complete an Employee Separation Position and Personnel Action (PPA) Form**

### **Section I (Reason for Action-Default):** Separation.

- Next, enter the employee's effective date, last day worked and separation reason.

*Note: The effective date indicates the separating employee's final payment date.*

### **Section II Employee Information:**

- Enter employee's banner number and name.
- Next, on the top row, enter the employee's current information.

### **Section III Salary and Source of Funds (Optional):**

- Enter the employee's salary and source of funds.

### **Section IV Comments (Optional):**

- Enter comments.

[Save and upload the PPA to Adobe Sign.](#)

### **Section V Approval:**

#### **Required signatures:**

- Immediate/Department Supervisor
- Classification & Compensation (Sheila Wright Zeigler) (**permanent employees only**)
- HRIS Specialist (Sharon Soles)

*Note: Offices/Departments/Schools under Academic Affairs, follow the latest Academic Affairs Adobe Sign Routing.*

See example on the next page.

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



<b>SECTION I REASON FOR ACTION</b>	Separation			
	Effective Date: 11/30/2024	Last Day Worked: 11/30/2024	Separation Reason: Resignation	
<b>SECTION II EMPLOYEE INFORMATION</b>	830XXXXXX John Doe			
	Banner ID	First	Middle	Last
	Current Position Title/Rank	Banner Position # (6-digits)	Supervisor/Position #	Dept./College/School
	Administrative Support Associate	000222	Bill Green/111111	Admissions
	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		Signature Required	
	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	Signature Required-(Permanent employees only)	
	HRIS Specialist	Sharon Soles	Signature Required	