About the Notice of Separation Workflow

The Notice of Separation (NOS) Workflow is to be used for voluntary and involuntary separations of all faculty and staff members. The employee’s supervising authority is responsible for completing the Notice of Separation workflow prior to the employee’s last day of employment. This form will assist with ensuring any outstanding university-related items have been returned or processed.

Workflow Route

<table>
<thead>
<tr>
<th>ROLE</th>
<th>WILL RECEIVE CONFIRMATIONS/NOTIFICATIONS</th>
</tr>
</thead>
</table>
| 1. Initiator                      | a. On-screen confirmation message of a form  
                                      b. Email confirmation after submission of form  
                                      c. Email notification if a document is returned for edit  
                                      d. Form appears in worklist  
                                      e. Email confirmation when workflow is complete or denied |
| 2. Approver (Department Head)     | a. Form will appear in Worklist  
                                      b. On-screen confirmation message upon submission of a form |
| 3. HR Records Processor or Academic Personnel Processor | a. Form will appear in Worklist  
                                      b. On-screen confirmation message upon submission of form |
| 4. HR Benefits Processor and Payroll Processor | a. Form will appear in Worklist  
                                      b. On-screen confirmation message submission of form |
| 5. Other Departments              | Members of the ‘NOS Notification’ distribution list receive an email when processing is complete:  
                                      • Parking Services  
                                      • Access Management  
                                      • Division Budget Officers  
                                      • Recreation Services  
                                      • Procurement  
                                      • FlashCard Office  
                                      • Advancement Office  
                                      • Regional Campus Administration  
                                      • Regional Campus Budget Office  
                                      • Telecommunications  
                                      • Others |
Accessing Workflow/FlashLine

The Notice of Separation workflow is available through FlashLine

1. Open FlashLine
2. Select the My Action Items tab
3. Locate the Notice of Separation links in the Workflow section
   a. Select the Notice of Separation link to launch new NOS workflow or search for workflows submitted on or after August 13, 2013
   b. Select the Notice of Voluntary Separation Archived link to search for workflows submitted on or before August 12, 2013

4. A pop up message will appear
5. Click Continue
Initiating/Submitting a New Notice of Separation

1. Select the **Submit a New Notice of Separation** link

2. The Search Window will open
3. Enter the 9-Digit **Kent State ID Number**
4. Click the **Find Employee** link
a. An error will display if the Kent State ID Number is not found
b. Click the Close X to close the window

NOTE: The Kent State ID Number (Banner ID) is required to launch the NOS workflow. To obtain the Kent State ID Number contact:

- For Faculty
  - Academic Personnel – 330-672-2220
- For Staff
  - Records – 330-672-8316
NOS FORM OVERVIEW

1. Logout Link
2. Search
3. Employee Information
4. Last Work Date
5. Forwarding Address
6. Retain System Access
7. Reason for Separation
8. Contact Number
9. Reference Material
10. Attachment
11. Acknowledgement of Documentation Checkbox
12. Submit Notice Link
Notice of Separation (NOS) Submission Form – Initiating and Completing the Workflow

This section will cover the fields that should be completed before submitting the Notice of Submission Form.

Multiple Jobs

If the employee has multiple jobs, a pull-down list containing all current jobs will display.

1. Select the **Current Jobs** pull-down list
2. Select the job that will be processed from the list
**Employee Information**

This section of the form is populated by Banner data. Use this section to confirm that the correct Position has been selected.

**Employee with Single Job**

All position information will automatically populate for employees with a single job.

**Employee with Multiple Jobs**

Employees with multiple jobs will have a drop down list of his or her positions, and the selected position details will populate in the Employee Information section.
Last Working Date

The Last Working Date is the **last day the employee will be in paid status**. For example, if the employee’s last day is August 12, 2013, but they take vacation on August 9th, the date that should be selected is August 12th.

If an employee is retiring, the last working day will always be the last day of the month; retirement will begin on the first day of the following month (ex: Employee is retiring September 1st, last working date is August 31st).

1. Click inside the **Last Working Date** field
2. The calendar will automatically open
3. Use the forward and back buttons to move through the calendar
4. Click on the date in the calendar to select it
5. The date will populate in the **Last Working Date** field
Forwarding Address - USA

This field must be populated with the current or forwarding address for the employee. This address will be used to send any university communications such as tax forms.

1. Select the **U.S.A. Postal Delivery Type** radio button
2. The current Banner address and telephone number will populate
   a. If address is changing, please modify/correct
3. Add any address comments
4. Select the **Date Forwarding Address Effective**
5. If necessary, update the **Telephone Number**
Forwarding Address – International

If applicable, this field must be populated with the current or forwarding address for the employee. This address will be used to send and university communications such as tax forms.

1. Select the **International Postal Delivery Type** radio button
2. The **International Address** field will open
   a. Enter the address
3. Add any address comments
4. Select the **Date Forwarding Address Effective**
5. If available, insert the **Telephone Number**
Retain System Access

This section is used to communicate if the employee will be needing system access after the NOS is processed.

Retain System Access – Yes

1. Select the Yes Radio Button
2. The Comment field will open, enter the legitimate business reason for retaining access

Retain System Access – No

1. Select the No Radio Button
**Reason for Separation**

This section is used to select the reason for separation whether it is voluntary or involuntary.

1. Select the **Choose Reason** drop-down list
2. The list will open – list is broken down by Category and Sub-Category – *make selection from sub-categories*
   a. Voluntary – Retirement
   b. Voluntary – Resignation
   c. Voluntary – Other
   d. Involuntary (You will be directed by Human Resources on what to select for an involuntary reason, last working date, etc.)
3. If applicable, fill in the **Comments** section, this field is optional
Contact Number

This field is used to enter the telephone number where Human Resources and Academic Personnel processors can contact the initiator regarding voluntary separation.
Reference Material

Select one of these two links for additional materials.

Checklist for Terminating/Transferring Employees

Select this link to open and fill out the checklist.

Note:

- The employee’s supervisor is responsible for completing the checklist no later than the employee’s last day of employment
- Please initial each item on the checklist as it is completed
- Both the employee and the supervisor should sign the form when complete
HR Forms Library

Select this link to go to the HR Forms Library.
Attachment

The Notice of Separation workflow only allows for one (1) attachment per submission. If you have multiple documents to attach, the best practice would be to scan all documents into one (1) PDF and attach it.

Selecting Attachment

1. Select the **Browse** button
2. The **Choose File to Upload** window will open
3. Search for your document
4. Select the document to attach

   ![Choose File to Upload Window](image)

5. The document name and link will be visible
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Viewing Attachment

1. Select the link to the document
2. The document will open

Removing Attachment

1. Select the Remove Attachment link (it will turn red when selected)
   a. The document will be removed
      i. No message will display asking you to confirm

2. The Attachment field will be empty
Acknowledgement of Documentation Checkbox

One of two checkboxes must be selected. Select the first checkbox (on left) if the documentation is attached. Select the second checkbox (on right) if the documentation will be forwarded to Academic Personnel or Human Resources.

1. Select the appropriate checkbox
   a. You must select one – blank checkboxes or multiple checkboxes will not process

Submit Notice Link

1. Click the Submit Notice of Separation link

Required Fields Missing

If one or more required fields are missing, an error will appear in a red box at the top of the page.

1. Close the error window
2. Locate the missing information as indicated by the red highlighted field
   - Date Forwarding Address Effective:
3. Enter the required information
4. Click the Submit Notice of Separation link
Workflow Submitted Successfully

1. A message will appear in a green box at the top of the page indicating that the workflow has been successfully submitted
2. Close the message

Processing Multiple Notice of Separation (NOS) Workflows

If you will be initiating multiple Notice of Separation workflows at one time, you must sign out of the workflow completely and sign back in. Note: You do NOT need to sign out of FlashLine.

1. Close the message
2. Close the Browser Tab
3. Continue to the next workflow
Search Notice of Separation Workflows

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   a. Select the Notice of Separation link to launch new NOS workflow or search for workflows submitted on or after August 13, 2013
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4. A pop up message will appear
5. Click Continue
6. A new window will open
7. Select **Search Notice of Separations** link

8. Enter the search criteria
   a. Workflow name **AND/OR**
      i. Use the **Wildcard (%)**
   b. Payroll ID/Payroll # **AND/OR**
   c. Created on or after date (calendar will open when the field is selected) **AND/OR**
   d. Record Status
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9. Select Search

10. A results list will display
11. Select the Workflow Name link to open the workflow
12. The Workflow page will open

13. Scroll down the page to view the Status, Comment and History