

# Separation Process

Academic Hourly

Graduate Assistant (not 12 month)

Unpaid

Extra Help

Undergrad Student

# Who does the Separation?

- **Academic Hourly or Grad Hourly** – Unit ends job, periodically AHR will do full separation if person has not had an active job or reported hours for a specified amount of time.
- **Grad Assistant** – job end dates are always put in at the time of the job being added, AHR will do full separation once the student is no longer in student status or has left the University.
- **Unpaid** - Unit ends job, periodically AHR will do full separation if person has not had an active job for a specified amount of time.
- **Extra Help** – Unit ends job for non-clerical Extra Help. Extra Help Services ends the job if clerical Extra Help. Extra Help Services will do full separation for all extra help when person has not had an active job or reported hours for a specified amount of time.
- **Student** – Student Employment will do full separation once no longer in student status.

# HR Transaction Checklist

- If it is a Grad Assistant leaving before the end of their contract you will need to process a checklist and forward appropriate documentation (e.g. letter or email of resignation) to Academic Human Resources. Please indicate whether it is a full separation from the University or that only the job in your unit is to be ended.