



UNIVER



# Employee Separation Form Purpose:

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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.

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/externs, student assistants, work study



# Employee Separation Form Access:

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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.







# Canceling an Existing Separation Notice

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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.





# Questions

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

[hmaincampus@southalabama.edu](mailto:hmaincampus@southalabama.edu)

