

Carbondale Campus End User Instructions FORM –Civil Service Extra Help Resignation/Termination

Use: To end an extra help employee's appointment with the University before the end of his/her appointment period and remove his/her name from the University's Human Resource Management System (HRMS).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/hro5005.php>

Instructions: Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

- Name* Last, first and middle name of the employee.
- HRMS ID* The employee's HRMS ID.
- Department Mailcode* Mailcode(s) of the department(s) where the employee had been appointed.
- Forwarding Address* Address where any mail received by the University following date of separation may be forwarded, including street, city, state, country and zip.
- Position ID* The PPIS account/budget position number.
- Department (Organization)* Name of the department(s) where the employee had been appointed.
- Classification(mark one)* The type of extra help appointment the employee held.
- Clerical/Secretarial
 - Technical/Paraprofessional
 - Service/Maintenance
 - Skilled Crafts
 - Professional/Non-faculty
 - Executive/Admin/Managerial

Check appropriate reason section:
Reason the employee is leaving his/her extra help position(s).



Resignation Select if employee resigned (employee signature required).

To be effective at the close of business on
Last day the employee will serve in the appointment. (Date format DD Mmm YYYY)

Signature of Employee Signature of the employee and date signed.
(Date format DD Mmm YYYY)

Termination *Select if employee was terminated* (employee signature not required).

Reason for Termination
For terminations, mark the reason for the termination.

- End of Assignment (This should be selected only if the employee's assignment is ending prior to the anticipated ending date.)
- Unsatisfactory performance
- 900 hours exhausted (Under the State Universities Civil Service statue and rules extra help appointments are limited to no more than 900 hours of work.)
- Other (Please specify reason.)

To be effective at the close of business on
The last day the employee being terminated will serve in the appointment. (Date format DD Mmm YYYY)

Administrative Approvals Section:

Chair/Fiscal Officer Signature of Chair/Fiscal Officer and date signed.

Dean/Director Signature of Dean/Director and date signed.

Other Administrative Approval
Signature of any other administrator whose approval is required and date signed.

HR Representative Signature of Human Resource Representative and date signed.

Special Notes: If the employee serves the entire term appointment, no *Resignation/Termination* form is required. Signature requirements vary from responsibility area to responsibility area. Consult with your responsibility area head to determine signature requirements.

Under the State Universities Civil Service statue and rules extra help appointments are limited to no more than 900 hours of work. It is the



responsibility of the hiring unit to insure that this limit is not exceeded.

The hiring unit should make one copy of the *completed Extra Help Resignation/Termination form* and maintain for departmental records. Human Resources will provide copies to the employee and Payroll.

Routing:

Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520