



Quick Tips

For more detailed explanations refer to the End User Manual

<http://www.depts.ttu.edu/afism/portalpages/references/hrmanual/HRcover.htm>

Termination of Employment

Faculty/Staff/Student Position

- Obtain resignation notice and submit to HR.
- Completion of ePAF.
- Employee should complete all required forms including Separation Checkout form, Lump Sum Vacation form, Sick Leave Designation form, and appropriate retirement forms.
- Schedule exit interview with Human Resources.
- Ensure and verify that all applicable Web Time Entry (WTE) and Web Leave Reporting (WLR) is submitted.
- Post position to be filled on TechJobs.