

## To Begin a Separation Notice

The action “Separation Notice” is used for all faculty and staff separations. If you have any questions, please contact Marsha Branch, at [mbranch@shepherd.edu](mailto:mbranch@shepherd.edu) or extension 5328.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information. To save your work, click on the “Preview Action” button at the bottom of the screen. Select the status of “Save without Submit” or “Save”. Click on “Continue” and then “Confirm”. When you are ready to resume your work on the action, click on “Search Actions” from the left hand navigation bar and check the appropriate search criteria.

To begin a separation notice log in to the HR system at <https://jobs.shepherd.edu/hr>

From the left hand navigation bar select “Begin New Action”.

The screenshot shows the Shepherd University HR system interface. The top header includes the Shepherd University logo and the text "Applicant Tracking, Position Description, and Performance Management System". A left-hand navigation menu lists various options such as "POSTINGS", "SEARCH HIRING PROPOSALS", "CREATE POSTING FROM POSITION", "POSITION DESCRIPTIONS", "BEGIN NEW ACTION", "SEARCH ACTIONS", "PENDING ACTIONS", "ADMIN", "HOME", "CHANGE PASSWORD", "CHANGE USER TYPE", and "LOGOUT". At the bottom of the menu, it identifies the user as "SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES".

The main content area displays a welcome message for "LuAnn Yanna" and the date "Thursday, October 23, 2008". Below this is the "Online System" heading and a "Supervisor/Manager's Guide" link. A text instruction states: "To view the position details, click on the 'View' link below the Title. To sort by any column, click on the arrow next to the column title." Below this instruction is a table titled "Active" showing 39 records. The table has the following columns: Job Title, Posting Number, Apps In Process, Job Open Date, Job Close Date, Department, and Posting Status. The first row of data is for a "CASUAL EMPLOYEE" with a posting number of 0000085, 0 apps in process, an open date of 10-16-2008, a close date of "Open Until Filled", a department of "Wellness Center", and a status of "Posted".

Active						
39 Records						
▼ Job Title	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
CASUAL EMPLOYEE	0000085	0	10-16-2008	Open Until Filled	Wellness Center	Posted

Click on the “Start Action” link under “Separation Notice”.

Shepherd UNIVERSITY  
Applicant Tracking, Position Description, and Performance Management System

POSTINGS  
SEARCH HIRING PROPOSALS  
CREATE POSTING  
FROM POSITION  
POSITION DESCRIPTIONS  
BEGIN NEW ACTION  
SEARCH ACTIONS  
PENDING ACTIONS  
ADMIN  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

WELCOME LuAnn Yanna. You are logged in.  
Your Current Group: Assistant. Thursday, October 23, 2008

### Begin New Action

Begin New Action

9 Records

Action	Description	Display Order
<b>New Staff Position Description</b> <a href="#">Start Action</a>	Use this action to request a new staff position.	10
<b>Modification of Staff Position Description</b> <a href="#">Start Action</a>	Use this action to request an update or reclassification of an existing staff position.	30
<b>New Faculty Position Description</b> <a href="#">Start Action</a>	Use this action to request a new faculty position.	40
<b>Modification of Faculty Position Description</b> <a href="#">Start Action</a>	Use this action to request an update or reclassification of an existing faculty position.	50
<b>Hire for Stipend</b> <a href="#">Start Action</a>	Use this action to request a new hire for stipend.	60
<b>Renew Stipend</b> <a href="#">Start Action</a>	Use this action to renew a stipend.	70
<b>Hire Adjunct</b> <a href="#">Start Action</a>	Use this action to hire an Adjunct Faculty Member.	80
<b>Rehire Adjunct</b> <a href="#">Start Action</a>	Use this action to rehire an Adjunct Faculty Member.	90
<b>Separation Notice</b> <a href="#">Start Action</a>	Use this action to process a separation.	110

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OFFICE OF HUMAN RESOURCES

Enter the last name of the employee separating and click on “Search”.

If more than one position comes up, select the correct one and click on “Start Action”.

Shepherd UNIVERSITY  
Applicant Tracking, Position Description, and Performance Management System

POSTINGS  
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SEARCH ACTIONS  
PENDING ACTIONS  
ADMIN  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

WELCOME LuAnn Yanna. You are logged in.  
Your Current Group: Assistant. Thursday, October 23, 2008

### Separation Notice

Search Positions to Begin Action On

Job Title: Any Working Title:

Position Number:  Employee ID Number:

Employee First Name:  Employee Last Name:

SEARCH CLEAR RESULTS

CANCEL ACTION

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A screen similar to the one on the following page will appear.

Click on the “Position Details” tab and enter all information.

**Shepherd UNIVERSITY**  
Applicant Tracking, Position Description, and Performance Management System

POSTINGS  
SEARCH HIRING PROPOSALS  
CREATE POSTING  
FROM POSITION  
POSITION DESCRIPTIONS  
BEGIN NEW ACTION  
SEARCH ACTIONS  
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ADMIN  
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CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

WELCOME LuAnn Yanna. You are logged in.  
Your Current Group: Assistant. Thursday, October 23, 2008

### Create Separation Notice

Current Job Description | **Position Details**

**Employee Details**

Employee First Name:	Vacant
Employee Last Name:	Vacant
Employee Middle Initial:	
Gender:	Female
Hispanic or Latino?	Not Disclosed
Race Category: (If no was selected in the previous question)	
Work Eligibility:	
If other, explain:	
Home Address:	n/a
City:	n/a
State:	WV
Zip:	n/a
County:	
Home Phone:	111-111-1111
Employee ID Number:	

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As you scroll down you will come to the third section which is titled “Separation Details”. There you will find a “Proposed Action (Separation)” drop-down box. Select the proposed action. Be sure to enter the effective separation date.

**Separation Details**

\* Proposed Action (Separation): No Response  
 Other Reason for Separation: [Text Field]  
 Annual Leave to be cashed (Separation only - HR use only): [Text Field]  
 Transaction Codes (HR Only): [Text Field]  
 Effective Separation Date: [Text Field]

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>  
 SAVE AND STAY ON THIS PAGE

CANCEL | PREVIEW ACTION

Click on “Continue to Next Page”.

The screenshot shows the Shepherd University Applicant Tracking, Position Description, and Performance Management System. The page title is "View Separation Notice Summary". A navigation menu on the left includes sections for POSTINGS, POSITION DESCRIPTIONS, and ADMIN. The main content area shows a welcome message for user LuAnn Yanna, a date of Thursday, October 23, 2008, and a link to edit the notice. Below this is the "Action Status" section with radio button options: "Save Action Without Submitting" (selected), "Submit Action to Supervisor", "Submit Action to Director/Dean", and "Submit Action to VP/Executive Officer". There are "CANCEL" and "CONTINUE" buttons. The "Position Details" section includes an "Employee Details" table with the following information:

Employee Details	
Employee First Name:	Vacant
Employee Last Name:	Vacant
Employee Middle Initial:	
SSN:	dd
Date of Birth:	n/a
Gender:	Female
Hispanic or Latino?	No

Review the information and submit the action to the appropriate person in the approval workflow by changing the action status. Click on “Continue” and then “Confirm”.