



WSSU

*Office of
Information Technology*

Banner Workflow Employee Separation Request

**Employee Instructions
(Production environment)**

July 2022

Table of Contents

Introduction..... 3

Submitting the Request 3

Introduction

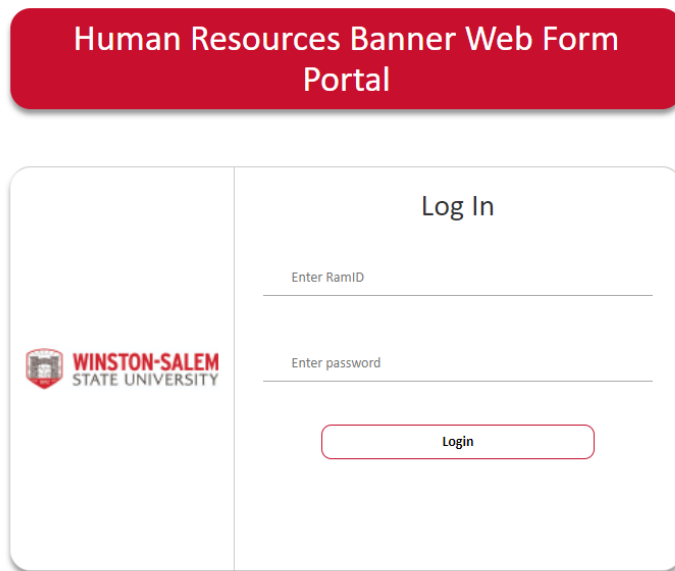
The Employee Separation workflow allows departments to report the departure of an employee. The department can indicate whether the employee should be removed from the University or a specific position. The workflow will allow the department to indicate whether the separation is an urgent departure.

After Human Resources acknowledges the notice of the departure, the appropriate departments are informed and make preparation for separating the employee from the University or specified position. There are opportunities to cancel the separation. However, the department must contact HR to cancel the request prior to the effective separation date.

Submitting the Request

The Employee Separation workflow must be submitted prior to the termination of the employee.

1. Log into the Human Resources Banner Web Form Portal



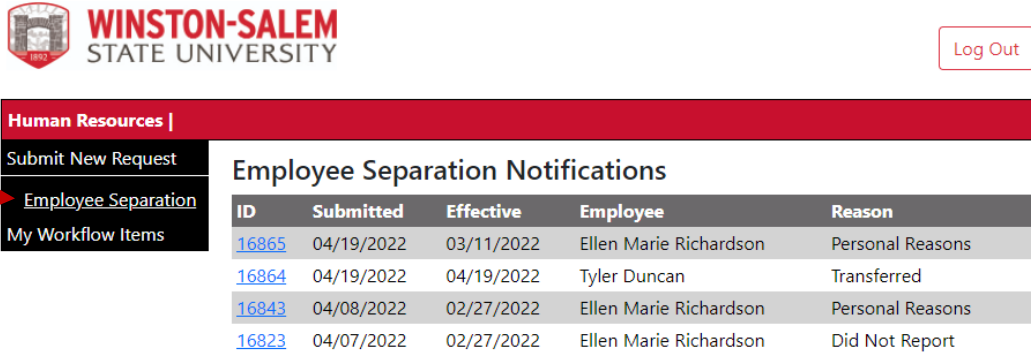
The image shows a red button labeled "Human Resources Banner Web Form Portal" at the top. Below it is a login form with the Winston-Salem State University logo on the left. The form has a "Log In" title, an "Enter RamID" input field, an "Enter password" input field, and a "Login" button.

Figure 1 Human Resources Banner Web Form Portal

Username: Ram Id

Password: Single Sign On password

2. Select *Submit New Request*



WINSTON-SALEM STATE UNIVERSITY

Log Out

Human Resources |

Submit New Request

Employee Separation

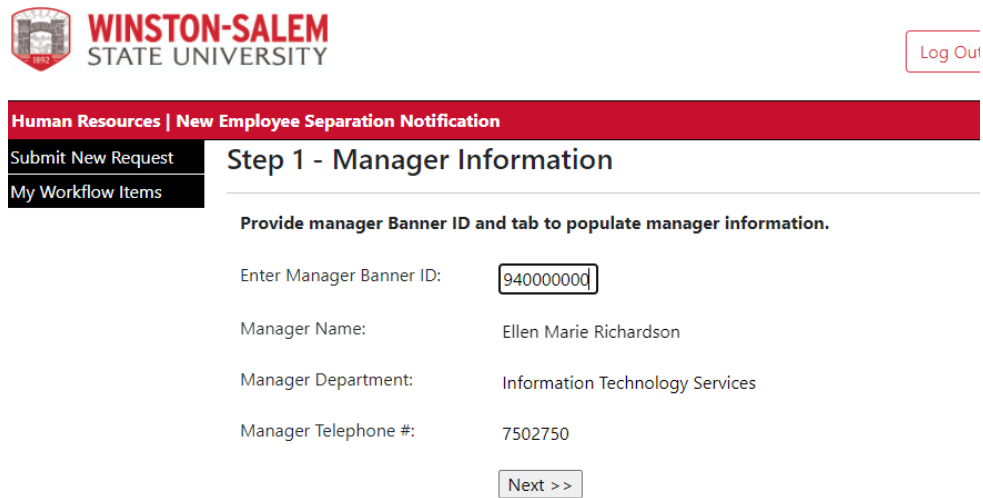
My Workflow Items

Employee Separation Notifications

ID	Submitted	Effective	Employee	Reason
16865	04/19/2022	03/11/2022	Ellen Marie Richardson	Personal Reasons
16864	04/19/2022	04/19/2022	Tyler Duncan	Transferred
16843	04/08/2022	02/27/2022	Ellen Marie Richardson	Personal Reasons
16823	04/07/2022	02/27/2022	Ellen Marie Richardson	Did Not Report

Figure 2 HR Banner Web form portal page

3. Select *Employee Separation*



WINSTON-SALEM STATE UNIVERSITY

Log Out

Human Resources | New Employee Separation Notification

Submit New Request

My Workflow Items

Step 1 - Manager Information

Provide manager Banner ID and tab to populate manager information.

Enter Manager Banner ID:

Manager Name: Ellen Marie Richardson

Manager Department: Information Technology Services

Manager Telephone #: 7502750

Next >>

There three are steps to complete the Web form

Step 1 – Manager Information

Enter the manager’s banner id then press tab and the manager’s information will populate.

Click *Next*

Step 2 - Separating Employee Information

Provide employee Banner ID then tab to populate employee information.

Enter Employee Banner ID:

Employee First Name: Ellen

Employee Last Name: Richardson

Employee E-mail: campbellem@wssu.edu

Employee Position Title: Bus/Tech App Tech - C

Employee Position #: 009055

Select employee status from the drop-down list below.

Select Employee Status:

<< Prev

Next >>

Step 2 – Separating Employee Information

Enter the employee banner id, press tab,

- a. Select the *Employee Status* from the drop-down options.
- b. Click *Next*

Step 3 -Separation Information

Separating from: Specific Position at WSSU Winston-Salem State University

Select the specific position:

Is this an urgent request? If so, termination/separation will occur by COB. Yes No

Reason for separation:

Note: The physical separation date and date to remove employee from the system can be the same.

Select the effective date the employee officially separates from the specified position:

Select the last date the employee will physically report to the specified position:

Select the date to remove the employee from all systems related to the specified position:

Select the specific time to remove employee access

Note: If the request for the employee removal from the system is premature or needs to be changed, contact HR as soon as possible. Once access is removed, an OIT Access Request form must be submitted in order for the employee to gain access to the system.

Comments:

<< Prev

Submit

Figure 3 Specific Position non-urgent request

Step 3 – Separation information

- a. Select the type of separation (Specific Position or WSSU)
- b. Select the specific position (if separating from a specific position)
- c. Select Urgent option (Yes or No)
 - If the employee needs to be removed by close of business day, then select Yes
 - If the employee is not being removed by close of business day, then select No
- d. Select the separation reason from the drop-down option
- e. Select Separation Date information
 - For non-urgent select the dates (effective, last physical report, access/system removal)
 - For urgent select the effective date (the last physical report date and access/system removal date will be the same as the effective date)
- f. Select Specific time to remove separating employee
- g. Type comments for Human Resources or Faculty Affairs (optional)
- h. Click Submit

Note: Employees will receive an email from HR to complete an exit interview and all exit processes for all non-urgent requests.

Step 3 -Separation Information

 Separating from: Specific Position at WSSU Winston-Salem State University

 Select the specific position:

 Is this an urgent request? If so, termination/separation will occur by COB. Yes No

 Reason for separation:

Note: The physical separation date and date to remove employee from the system is/will be the same (04/20/2022).

 Select the specific time to remove employee access

Note: If the request for the employee removal from the system is premature or needs to be changed, contact HR as soon as possible. Once access is removed, an OIT Access Request form must be submitted in order for the employee to gain access to the system.

 Comments:
[<< Prev](#)
[Submit](#)

Figure 4 Specific Position urgent request

Step 3 -Separation Information

 Separating from: Specific Position at WSSU Winston-Salem State University

 Is this an urgent request? If so, termination/separation will occur by COB. Yes No

 Reason for separation:

Note: The physical separation date and date to remove employee from the system can be the same.

 Select the effective date the employee officially separates from WSSU:

 Select the last date the employee will physically report to WSSU:

 Select the date to remove the employee from all systems related to WSSU:

 Select the specific time to remove employee access

Note: If the request for the employee removal from the system is premature or needs to be changed, contact HR as soon as possible. Once access is removed, an OIT Access Request form must be submitted in order for the employee to gain access to the system.

 Comments:
[<< Prev](#)
[Submit](#)

Figure 5 WSSU Separation Non-Urgent request

Step 3 -Separation Information

Separating from: Specific Position at WSSU Winston-Salem State UniversityIs this an urgent request? If so, termination/separation will occur by COB. Yes NoReason for separation: **Note: The physical separation date and date to remove employee from the system is/will be the same (04/20/2022).**Select the specific time to remove employee access **Note: If the request for the employee removal from the system is premature or needs to be changed, contact HR as soon as possible. Once access is removed, an OIT Access Request form must be submitted in order for the employee to gain access to the system.**

Comments:

[<< Prev](#)[Submit](#)

Figure 6 WSSU Separation Urgent request