

## PeopleSoft Electronic Separations

- Ensure the electronic separation is submitted timely.
- Separation must be initiated, complete approval flow and be processed in PeopleSoft prior to or by termination date.
- Timely separation is required to process payroll accurately and comply with access removal guidelines. Louisiana Workforce Commission guidelines require LSU Health to send a separation 77 form to all paid separated employees within 3 business days of separation.

## Helpful Hints

Website Resources: [Electronic Terminations](#)

### Effective date

- The effective date of termination should be the day after the last day of active employment. Note, if someone is on leave (sick or annual) this is considered active employment.
- If the employee is bi-weekly, time sheet punches should correlate to the effective date of separation (the effective date should be day after last punch or leave entry.)

### Most Common Reason Codes

- Voluntary Termination – Supporting documentation with accurate effective date is required to process the separation. If employee has not provided a written resignation letter, ask them to submit one or complete the following: [Personnel Resignation Form](#).
- Involuntary Termination – Supporting documentation with accurate effective date is required to process the separation. Used in cases of issuance of non-renewal notice.

*\*If selecting involuntary termination, please work with employee relations team, [nohrmlabrel@lsuhsc.edu](mailto:nohrmlabrel@lsuhsc.edu) to determine that distinction prior to selection.*

- School Employee Contract Ending – Supporting documentation with accurate effective date is required to process the separation. Used in cases of end of period of appointment/student graduation.

### When to use Term and Rehire

- If an employee is moving from the following positions to another within LSUHSC with no break in service.

From: Classified, Student Worker, Graduate Assistant, Fellow, Intern, or House Officer,  
To: Faculty, Unclassified or Other Academic appointment

OR

From: Faculty, Unclassified or Other Academic appointment  
To: Student Worker, Graduate Assistant, Fellow, Intern, House Officer or Gratis

***Input notes in the Reason/Justification box to advise which new position the employee is moving to and confirm "no break in service."***

**Office of Human Resource Management**

- If an employee is moving from one Faculty, Unclassified or Other Academic appointment into another Faculty, Unclassified or Other Academic appointment a termination is **NOT** required. This is treated as a transfer, and a Hiring Proposal/PER-3 should be submitted.

**Eligible for Rehire** - *\*not to be confused with the Term and Rehire field*

- This selection is made based on the reason for termination. Prior to selecting **not** eligible for rehire, consult with Employee Relations, [nohrmlabrel@lsuhsc.edu](mailto:nohrmlabrel@lsuhsc.edu).

**Supporting Documents**

- Upload a letter of resignation, non-renewal or other documentation stating the last day worked/effective date of termination.

**Saved Action**

- If you have **saved** a separation prior to submitting, select **Update Personnel Action Form** to recall and complete submission or withdraw if you would like to cancel.

The screenshot shows a mobile application interface for managing personnel actions. At the top, there is a navigation bar with a back arrow and the text 'Manager Queries'. Below this, the main content area is titled 'Start a Personnel Action Form'. It contains a search section with a text input field labeled 'Search for Person' containing 'Name or Emplid', a dropdown menu labeled 'Just Search In' with 'My Security Access' selected, and two buttons: 'Search' and 'Clear'. Below the search section is another section titled 'Act on Personnel Action Form'. This section has a green header with an information icon and the text 'How To'. Underneath, there is a list of three actions: 'Approve Personnel Action Form' (with a checkmark icon), 'Update Personnel Action Form' (with a refresh icon and a red arrow pointing to it), and 'View Personnel Action Form' (with a magnifying glass icon). At the bottom right of the screen, there is a dark grey button with two vertical bars, likely a 'Done' or 'Close' button.