

Employee Exit Process Instructions for Supervisors

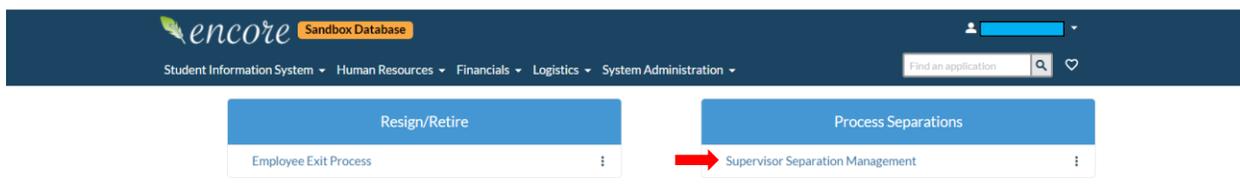
Employees who elect to voluntarily resign/retire from their positions should be strongly encouraged to enter their notice of separation in Encore. Supervisors will be notified on their Encore sign in screen of any employee who has submitted a resignation/retirement and will need to process the separation. Additionally, supervisors will initiate a notice of separation if an employee fails to do so prior to the last day worked. These instructions illustrate the supervisor entry requirements. Contact your Human Resources Technician for assistance if needed.

Step 1.

- a. To access the Exit Process Menu in order to initiate a separation notice for an employee who did not submit a notice in Encore, from the main screen click on Human Resources, Human Resources/Personnel, then Exit Process Menu.

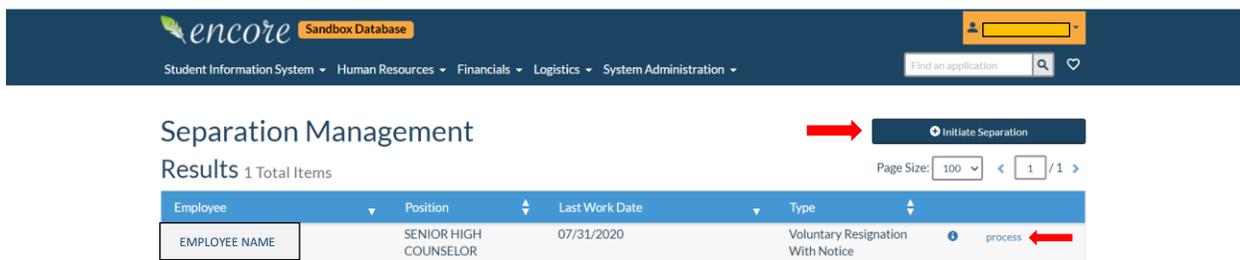


- b. Supervisors are notified in the “To Do” section on the main screen when an employee submits a notice of separation. Clicking the link will take you to the Exit Process Menu. Click on Supervisor Separation Management.



Step 2.

- a. Employees who have submitted a separation notice will be listed. Click on the “process” link to initiate the separation processing screen.
- b. For employees who did not submit a separation notice in Encore but have since left their positions, click the “Initiate Separation” button.



Step 3. Provide the information requested on the Process Separation screen. Carefully consider your recommendation whether or not the employee should be considered eligible for rehire. Recommendations against rehire eligibility require an explanation in the Supervisor Comments section. When finished, click submit to forward the information to Human Resources.

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Process Separation

Employee Select > Process Separation

Employee

Name	Employee Id
EMPLOYEE NAME	12345

Position
SENIOR HIGH COUNSELOR (DAVIS HIGH SCHOOL: 8 Hours) (3051)

Exit Type
Voluntary Resignation With Notice ▾

Last Working Date
07/31/2020 📅

Should this employee be considered for rehire? ▾ ←

Employee Comments

Supervisor Comments

Step 3A. If the supervisor initiates the separation (see 2.b.), the supervisor must provide additional information on the Process Separation screen, including the exit type, exit reason, and the last working date. Please be accurate! Carefully consider whether the employee should be considered eligible for rehire. Recommendations against rehire eligibility require an explanation in the Supervisor Comments section. When finished, click submit to forward the information to Human Resources.

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Find an application 🔍

Process Separation

Employee Select > Process Separation

Employee

Name	Employee Id
EMPLOYEE NAME	12345

Position
 SENIOR HIGH SPEC ED TEACHER (DAVIS HIGH SCHOOL: 8 Hours)

Exit Type ▾ ←

Exit Reason ▾ ←

Last Working Date ▾ ←

Should this employee be considered for rehire? ▾ ←

Employee Comments

Supervisor Comments