



**HUMAN RESOURCES**  
 Personnel Action Form  
**Separation**  
*Sample: Staff Resignation*

Empl ID: 6789

Date Prepared: 8/8/2016

Preparer's Name: JLM

**PERSONAL DATA**

Prefix MR	First Name JOHN	MI M	Last Name DOE	Suffix
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**JOB DATA**

End Date 12/31/2016	Action <b>TERMINATION</b>	Reason <b>RES RESIGNATION</b>	Job Function STAFF	Job Family CLA - CLASSIFIED
Position # (if reg) 1234	Campus and Department AKRON ART	FT or PT FULL TIME	Temp or Reg REG	
Primary Title ADMINISTRATIVE ASSISTANT				
Secondary Title(s)				

**COMPENSATION**

Base Contract Rate \$15.00	Contract Basis Hourly	Account and % 123456 - 100%	Account and %	Account and %
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**COMMENTS**

RESIGNATION LETTER ATTACHED

**Other Required Actions/Documents:**

Issue Clearance form for full-time only (<http://www.uakron.edu/dotAsset/287b419e-f12c-4f1c-bb33-1a064fac7829.pdf>)

Issue Administrative Final Vacation Record if applicable (<http://www.uakron.edu/dotAsset/763582.doc>)

Copy of resignation/retirement/termination letter or notice

**SIGNATURE APPROVALS**

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

**OFFICE USE ONLY**

In HR	BOT Date	Proc By	Job Req Cr	SPRC Approval