

Instructions for Completing Separation/Retirement PAF

(Access PAF [Personnel Action Form] through the HR Website—<http://hr.richmond.edu/forms>)
Contact: Human Resources Solution Center at Ext. 8747 – Revised date: 02-06-2020

Employee Information

UR ID	Enter Employee ID.
First/Last	Enter employee first name/last name.
Last Work Date	Enter the <u>actual</u> last day worked.
Termination Type	Use the drop-down arrow to select the appropriate reason for separation. Refer also to employee's resignation letter. Contact HR or an HR Business Partner at Ext. 8747 if there are questions. Regular retirements can also complete a form at this link: https://hr.richmond.edu/benefits/retirement/ready/retirement-form.pdf .

Job Assignment

Position #	Enter the Position Number for the employee who is separating.
Position Title	Enter the Position Title for the employee who is separating.

Comments/Forwarding Address Information

Comments	Optional. Use if explanation is needed to provide clarity.
Forwarding Address Info	Optional. Enter only if employee has provided. Employee can update through Banner Web while still employed, if necessary.

Approvals

Approvals	We prefer electronic signatures on PAFs. Please do not duplicate electronic and paper copies of PAFs sent to HR. Complete the approvals (signatures) as required by your department or division. If the manager/supervisor is completing the PAF, please sign in the "Approver" box only. If someone else completes the PAF, that individual should sign in the "Preparer" box <u>in addition</u> to having an "Approver."
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If this is an exempt employee, please make sure all leave reports are submitted and approved prior to departure.

HR/Payroll Use Only

To be completed by HR only.

*****SPECIAL NOTE**

Send PAFs along with resignation letter directly to Human Resources through the URHR@richmond.edu Inbox.