**Employee Separation Administration (ESA) Workflow Process**

*The supervisor of the employee being transferred or terminated should submit the Employee Separation Administration notice.*

Step 1: Login to MyTSU

Step 2: Click on “Banner Workflow” located under the Staff Applications or Faculty Applications Menu

Step 3: Click on “My Process” located under the User Profile Menu

Step 4: Click on “ESA Workflow”

Step 5: Enter the ESA employee name in the “Workflow Specifics Name” field and Click “Start Workflow”

Step 6: Click on the Blue Workflow ESA name you just entered under “Worklist”

Step 7: Proceed to enter all required fields on Employee Separation Administration
Step 8: Click on “Complete” upon completion of the ESA. This will send an email to ESA@tnstate.edu and you will receive a copy of the email as well.

To Cancel a ESA Workflow

Step 1: Click on “Worklist” located under Home tab

Step 2: Click on View Details for the specific Blue Workflow ESA

Step 3: Click on “Stop Workflow Request”

Step 4: Repeat steps as needed