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
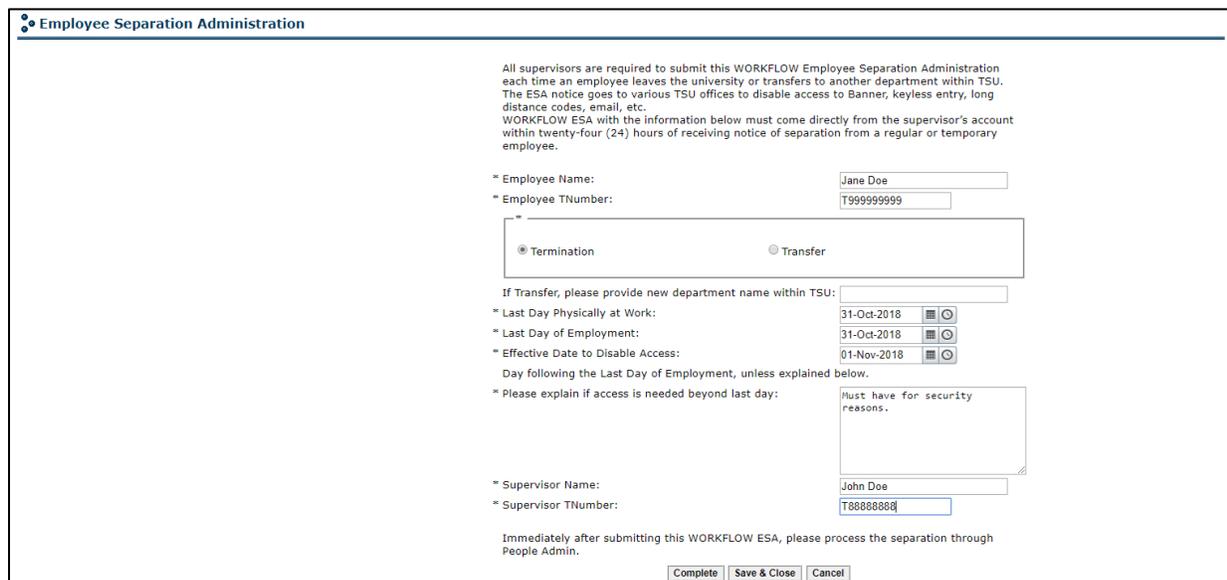
Step 8: Click on "Complete" upon completion of the ESA. This will send an email to ESA@tnstate.edu and you will receive a copy of the email as well

Complete

Subject: WFAction: ESA Workflow notification

EMPLOYEE SEPARATION ADMINISTRATION

ESA Workflow submitted by:

Employee Name: Jane Doe
Employee Tnumber: T999999999

ESA Type: Termination
    if Transfer, new Department name:

Last day of physical work: 31-Oct-2018 12:00:00 AM Last day of employment: 31-Oct-2018 12:00:00 AM Effective Date to Disable Access: 01-Nov-2018 12:00:00 AM Reason access is required beyond the last day of work: Must have for security reasons.

Supervisor Name: John Doe

Immediately after submitting ESA Workflow, please process the separation through People Admin.

Step 9: Repeat steps as needed

To Cancel a ESA Workflow

Home
Worklist

Step 1: Click on "Worklist" located under Home tab

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

Worklist

Status	Organization	Workflow	Activity	Priority	Created	View Details
	Root	**Jane Doe** Ready	Create_ESA	Normal	24-Oct-2018 10:19:18 AM	🔍

Step 3: Click on "Stop Workflow Request"

Start   Reserve   Complete   Skip   Release   Status   Stop Workflow Request

Step 4: Repeat steps as needed